



POLICY: Chromebook Policy

The mission of SunBridge Schools is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible, lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge.

Device Purpose

SunBridge Schools is supplying students with a Chromebook device. This device is property of SunBridge Schools. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing. Students and Parents/Guardians must sign the Chromebook Agreement before the Chromebook can be used by your child. This Chromebook Policy outlines the procedures and policies for student use.

Table of Contents

Device Purpose

1. RECEIVING YOUR CHROMEBOOK:
2. TAKING CARE OF YOUR CHROMEBOOK:
- 3 USING YOUR CHROMEBOOK AT SCHOOL
- 4 MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK
- 5 OPERATING SYSTEM ON YOUR CHROMEBOOK
- 6 ACCEPTABLE USE GUIDELINES
- 7 PROTECTING & STORING YOUR CHROMEBOOK
- 8 REPAIRING/REPLACING YOUR CHROMEBOOK
- 9 CHROMEBOOK FAQ's

SunBridge Schools Chromebook Policies and Procedures Agreement



3. USE OF THE CHROMEBOOK:

ChromeBooks in School

Chromebooks will be used daily in the classroom.

Students will log onto their individual SunBridge account for each class.

Students will be allowed to take Chromebooks home for Remote Learning Days

ChromeBooks must return to school with the Student for any In School Learning Days

ChromeBooks at Home

ChromeBooks may be used at home for school work only.

The student and/or parent in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.

The School has the right to ask for the return of any Chromebook device at any time for any reason.

4. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they use, which is provided by the school. Chromebooks that are broken, or fail to work properly, must be immediately reported to the teacher.

2a: General Guidelines

- Chromebooks must have a SunBridge Schools label on them at all times and this tag must not be removed or altered in any way.
- No food or drink should ever be near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never pick up or carry your Chromebook with the power cord plugged in.
- *Students should never carry their Chromebooks while the screen is open.*
- Chromebooks must remain free of any writing, drawing, or unapproved stickers.
- Vents CANNOT be covered.
- Chromebooks should never be left in any unsupervised area.

2b: Carrying Chromebooks

- If you are asked to move the Chromebook, you must do it with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Case use is required when storing the Chromebooks.

2c: Screen Care

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not place the device near magnets or anything with high electric current.



5. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for school use each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.

3a: Passwords and Background Images

- Take care to protect your password. **Do not** share your password.
- Password resets can be facilitated by the administration only. They will reset it upon request.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by SunBridge Schools staff will result in disciplinary actions.

3b: Audio Restrictions

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher. SunBridge Schools will supply ONE set of headphones only for use in school. If you lose or break them, it is your responsibility to purchase a new set. Headphones will not be provided for home use.

3c: Printing from your Chromebook

- SunBridge Schools is encouraging digital transfer of information by sharing and/or emailing information, papers, etc.
- Printing from the Chromebooks will not be available.

3d: Account Access

- Students will only be able to login using their *@sunbridgeschools.org account.
- To ensure the safety of your Google account, students must log out of their Chromebook when not in use. Students should also log out of their Google account on other devices when not in use.
- Account login information will be supplied to a student by staff, if requested.

4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that allows students to create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook or device, anywhere, at any time.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students that want to save any work need to use Google Takeout to transfer any work to a personal Gmail account.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps and extensions provided on the internet. It does not run Microsoft/Windows application software or Mac application software.



5a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing.

5b: Virus Protections & Additional Software

- The Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework

5c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, you must notify your teacher immediately.

7. ACCEPTABLE USE GUIDELINES

6a: General Guidelines

- The District Acceptable Use Policy applies to all student use of Chromebook devices.

6b: Google Apps For Education Account

Google Apps for Education accounts (including Gmail) will be given to all students in the private SunBridge Schools Google Apps for Education domain. The only identifiable information provided to Google will be student's name and the district provided email address. This is a necessary to permit students' access to a Chromebook and additionally give students the ability to participate in communication with peers and staff for educational use. Students under the age of 13 ordinarily need parent permission to have Google accounts; however, COPPA (Children's Online Privacy Protection Act) allows SunBridge Schools to act as the parents' agent and approve the accounts on their behalf. To be COPPA compliant, we must also provide a process for opting out of the Email Communications (Gmail) portion (see section 6c).

6c: Google OptOut

SunBridge Schools would like students to be interested and excited in learning and parents to be involved with their student's education. To discuss how Google Apps for Education will be used at your child's school, please talk to your child's teacher(s) or school administrator. If you still feel it would be best for your child not to utilize these tools, please contact your child's school to request information on opting out.

6d: Consequences

- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Noncompliance with the policies of this document will result in disciplinary action.
- **Electronic mail, network usage, Chromebook usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.**
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

7. PROTECTING & STORING YOUR CHROMEBOOK

7a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password

7b: Account Security

- Students are required to use their *@sunbridgeschools.org domain user ID and password to protect their accounts and **are required to keep that password confidential.**



7c: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, unlocked classrooms, restrooms and hallways.
- Any Chromebook left in these areas is in danger of being lost.
- If an unsupervised Chromebook is found, notify a staff member immediately.

8. REPAIRING/REPLACING YOUR CHROMEBOOK

Middle School students should notify teachers of Chromebooks that need repair or any damage found. Examples of charges for Chromebook Repair are shown below. **Students and student families will be responsible for all damages done by the student.** If a device is lost or stolen, the student and student family will be responsible to replace the Chromebook.

Examples of charges for Chromebook Repair (estimates)

Replace Damaged/Lost Chromebook
\$279.00

Replacing Screen
\$135.00

Replacing Keyboard/touchpad
\$75.00

Replacing Power cord
\$50.00

9. CHROMEBOOK FAQ's

Q. What kind of software does a Chromebook run?

Q. How are these web based applications managed?

A. Each Chromebook will be a managed device. Members of SunBridge Schools' staff will maintain devices through our Google Apps for Education domain. As such, the school can preinstall web applications as well as block specific web applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB Mice and keyboards
- USB storage and SD cards
- Headsets, microphones, and earbuds

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web. The Chromebook does offer the ability through some Apps for users to work in an "offline" mode if WiFi is unavailable.

Q. Do Chromebooks come with Internet Filtering?

A. Yes, the Chromebooks are subject internet filtering by district policy. SunBridge Schools will be filtering internet access both onsite and offsite using the district's web filter.

Q. Battery life?

A. Chromebooks have a rated battery life of 6.5 hours.



**SunBridge Schools
Chromebook Policies and Procedures Agreement**

Student Agreement

_____ *Initial* I have read, understand and agree to abide by the SunBridge Schools Chromebook Policies and Procedures. Should I commit any violation or in any way misuse my Chromebook, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

_____ *Initial* I understand that I am to treat this Chromebook no different than any other district owned piece of equipment. I will not alter any Chromebook, or use SunBridge Schools Chromebooks in a manner that is not aligned with the district Chromebook Policies and Procedures. If I am under 18, I understand that when I turn 18, this Agreement will continue to be in effect and I agree to abide by this Agreement.

_____ *Initial* I acknowledge that I have read the full Chromebook Policy available on the SunBridge Schools website and agree to abide by all expectations outlined with said policy.

Student Printed Name _____
Date

Student Signature _____
Date

Parent or Guardian Agreement

_____ *Initial* As the parent or legal guardian of the above minor, I have read, understand and agree that my child or ward shall comply with the terms of the SunBridge Schools Chromebook Policies and Procedures. I understand that the Chromebooks are a privilege and can be revoked if misused. I understand that if the Chromebooks is damaged, lost, or stolen that my child or I will be responsible to reimburse the district for the cost of the repair or replacement.

_____ *Initial* I am signing this Policy and agree to indemnify and hold harmless the School, and the School District that provides a Chromebook to my child or ward, against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her Chromebook or violation of the foregoing Policies and Procedures.

_____ *Initial* Further, I accept full responsibility of my child's or ward's use of his or her Chromebook. I hereby give permission for my child or ward to use a Chromebook authorized by SunBridge Schools and agree to the above terms and Policies and Procedures.

_____ *Initial* I acknowledge receipt of Chromebook # _____, 1 Chromebook Charger. I acknowledge the following damages to the Chromebook upon receipt. _____

Parent/Guardian Printed Name _____
Date

Parent Signature _____
Date

Issuing Staff Member



POLICY: Privacy Law Policy

The Family Educational Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18, or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." The provisions of FERPA are as follows:

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - o school officials with a legitimate educational interest;
 - o other schools to which a student is transferring;
 - o specified officials for audit or evaluation purposes;
 - o appropriate parties in connection with financial aid to a student;
 - o organizations conducting certain studies for or on behalf of the school;
 - o accrediting organizations;
 - o to comply with a judicial order or lawfully issued subpoena;
 - o appropriate officials in cases of health and safety emergencies; and
 - o state and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (e.g., special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact the following:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901