



DEPARTMENTS OF
Instructional Technology
Informational Technology

East Baton Rouge Parish School System

1:1 Chromebook Technology Handbook & Administrative Guidelines

2021 - 2022

SCHOOL NAME

ONE TEAM. *One Mission.*



East Baton Rouge Parish School System

Strategic Plan for Instructional Technology

Implementing a district-wide 1:1 initiative, putting technology in the hands of our learners today, so they succeed as citizens, workers, and leaders in a digital world.

1:1 Chromebook Technology Handbook & Administrative Guidelines

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OVERARCHING GOAL:

East Baton Rouge Parish School System will equip, educate, and empower every educator and learner to actively engage in technology-rich learning environments that prepare all students to succeed as citizens, workers, and leaders in a digital world.

Vision

District staff, educators, and students at all levels will integrate technology in meaningful and diverse ways that promote effective communication and collaboration - advancing teaching and learning in every classroom to positively impact outcomes for our students. We believe students will transition from recipients of information to creative cultivators and owners of knowledge.

Mission

All members of our dynamic team, instructional and technology support, will work together towards a shared goal - supporting every student in developing the skills and knowledge needed to succeed in a progressive, technology-reliant, global society through a dynamic technology integrated learning environment that is reliable, effective, ethical, and transformative.

Our purpose is to establish and maintain a technology integrated learning environment that ensures adequate support, training, development, and deployment systems are in place to provide educators, students, and other key personnel with the tools, resources, and information necessary for effective integration of technology in the learning environment daily.

SCHOOL CONTACTS

PRINCIPAL
[PRINCIPAL EMAIL ADDRESS](#)

SCHOOL TECHNOLOGY FACILITATOR
[EMAIL ADDRESS](#)

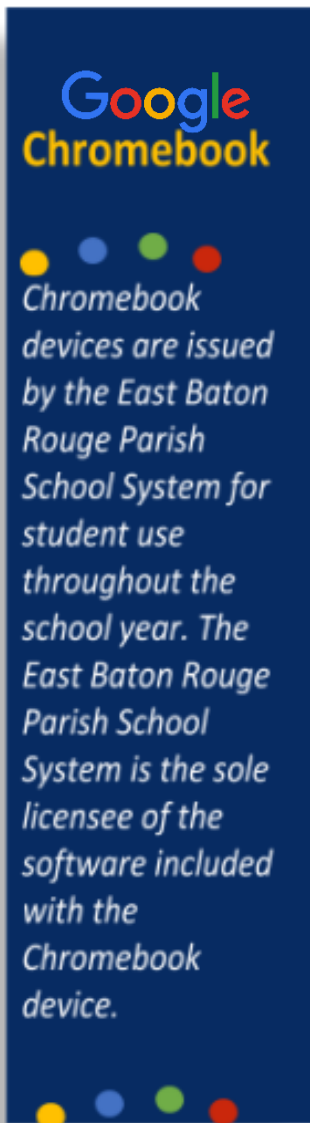
SCHOOL LIBRARIAN
[EMAIL ADDRESS](#)

DISTRICT CONTACTS

Name	Position	E-mail address	Purpose
Sharmayne Rutledge	Assistant Superintendent of Curriculum	srutledge@ebrschools.org	Oversees the Office of Teaching & Learning
Amy Jones	Chief Technology Officer	ajones@ebrschools.org	Oversees implementation of all devices, hardware, and software
Sahara Haney	Coordinator of Instructional Technology	sglasper1@ebrschools.org	Establishes the instructional technology mission/vision, expectations, support for 1:1 Implementation, professional development, and support

ONE TEAM. *One Mission.*





TITLE AND OWNERSHIP

Chromebook and tablet devices are purchased and owned by the East Baton Rouge Parish School System, who shall issue them for student use throughout the school year. These devices are issued in the same manner as a school textbook or other durable supplies and equipment. The student or parent does not have ownership of the device at any time and the East Baton Rouge Parish School System reserves the right to collect and redistribute devices as needed.

LICENSE AGREEMENT

The East Baton Rouge Parish School System is the sole licensee of the software included with the Chromebook and tablet device. Any copying, modification, merging, or distribution of the software by the student, including written documents, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such license, terms, and laws shall constitute a violation of this policy and may result in additional consequences as outlined in the Student's Rights and Responsibilities Handbook.

INTERNET & NETWORK USAGE POLICY

The Internet and Network Usage Policy (INUP) outlines the guidelines and behaviors that users are expected to follow when using school technologies. The use of any district-provided technology requires staff, students, and parents to abide by the East Baton Rouge Parish School System INUP, which can be found in Appendix I.

STUDENT TECHNOLOGY USE POLICY AND AGREEMENT FORM

The East Baton Rouge Parish School System adopted the Student Technology Use Policy to serve as a guideline for the expectations of students in regards to the use of technology provided by the school system.

Before a student can use any technology at a school, the parent/guardian and the student must review the *Internet and Network Usage Policy* in **Appendix I** of this handbook and return the *Student Technology Use Agreement form* in **Appendix II** of this handbook to the school.

RECEIVING AND RETURNING THE DEVICE

1:1 CHROMEBOOK/TABLET CHECKOUT

During the first few weeks of the start of school each year, each student will be assigned one Chromebook or tablet device to use during the school year. As with textbooks, devices will be checked out through the Destiny system at the school. The students will utilize the devices and return them prior to transferring to a new school site or at the end of the year. School leaders will periodically check the device for damages. All students should return their device at the close of the school year. Chromebooks and tablets are the student's responsibility for instructional use. Therefore, any instance of misuse, loss, theft or negligence will be reviewed on an individual basis to determine the amount of financial responsibility (if any) and restitution that the parent or guardian may be required to pay. This handbook outlines the procedures and policies for use to protect the Chromebook and tablet investments for the East Baton Rouge Parish School System. In the event of such negligence, the parent or guardian will be contacted by the principal or principal's designee.

DISTRICT OWNED/ISSUED

A Chromebook/tablet will be assigned to each student through the Destiny Resource Management system. To support this initiative, each school should hold Parent/ teacher informational meetings sharing additional procedures, class use, and review of the Technology Handbook and Administrative Guidelines. Parents and students are encouraged to read this 1 to 1 Handbook and Administrative Guidelines and the East Baton Rouge Parish Internet & Network Usage Policy and Student Technology Use Agreement.

CHROMEBOOK/TABLET CHECK-IN

Each school will provide training and support to students on the device checkout process. Students are expected to follow the guidelines established by the school. At the end of each year, the Chromebook/tablet will be checked back into the Destiny system. If a student transfers to another school for any reason during the school year, the device must be checked in at that time. Students who withdraw, are expelled, or terminate their enrollment for any other reason must check-in the device upon withdrawal. Any Chromebook/tablet not returned will be considered stolen property and law enforcement agencies will be notified. Chromebooks and tablets are considered property of the East Baton Rouge Parish School System and should be treated as such. Chromebooks and tablets will be examined periodically for damage and fees may be issued if damage is found beyond normal wear and tear.

CHROMEBOOK/TABLET STORAGE

To protect Chromebooks and tablets, transport cases should be used. Each student's transport case will be labeled in the manner specified by the school. The identifiable label should never be removed from the transport case. Students should never remove the transport case from their Chromebook/tablet.

5th and 8th GRADE STUDENTS END OF THE YEAR CHECK-IN

5th and 8th grade students MUST return their Chromebooks to the elementary or middle where they attended 5th and 8th grade. (Example: A 5th grade student leaving ABC Elementary to go to ABC Middle School must return any devices checked out to them at the end of the school year or at the end of the summer enrichment program in order to keep all school's inventory accurate and up-to-date.

DEVICE USE, CARE & MAINTENANCE

The student is responsible for the safety and security of the device and any activity associated with the device. It is the responsibility of the student to know where his/her issued device is at all times. Any devices left behind or unattended will be taken to the administrative office. Students who misplace devices will be required to pick up the device and talk to a staff member regarding the importance of accountability of their device.

User Expectations for Handling and Care of the Device

- The user must keep the device in the district provided protective case at all times, NO EXCEPTIONS.
- Device and cases must remain free of any writing, drawing, stickers, or labels that are not applied by East Baton Rouge Parish School System or individual school.
- Use the device on a flat, stable surface.
- Do not place books or pressure on the device.
- Do not store the device with the screen in the open position.
- Do not place items between the keyboard and screen.
- Do not place the device near magnets or anything with high electric current.
- Do not have food or drinks around the device.
- Do not pick up the device by the lid (screen).
- Do not attempt to clean the device.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight.
- Do not transport the device (lift, carry, etc.) while it is open. It must be closed when moving.
- When moving between classes, the device must be closed and placed in a book bag or carried close to the body.
- Do not leave the device unattended in an unlocked or unsecured location (i.e. gym, bathroom, cafeteria, library, bus, etc.)

1:1 DEVICE TAKE HOME CARE AND RESPONSIBILITIES

It is the student's responsibility to ensure their district-issued device is charged and returned to the school each instructional day. It is the teacher's responsibility (or the responsibility of the substitute/assigned personnel) to keep an inventory of all devices and chargers that are sent home with students. Any damages reported or identified on any device must be documented. Any repairs or replacement costs will be the responsibility of the student/ student's parents. Notification of the repairs required and the cost will be sent home to the parent(s) of the responsible student. (Refer to the **Repair Cost Matrix** on page 12)

INAPPROPRIATE USE OF DEVICES

It is the responsibility of each student to use their issued device in an acceptable manner. Students must never hold the device by the screen. Students will be subject to the Student Technology Use Agreement as well as the student sections of the East Baton Rouge Parish School System Internet and Network Usage Policy and must adhere to the expectations of each teacher regarding the use of

their device in a classroom environment. Students may at no time download material that violates the terms outlined in the East Baton Rouge Parish School System Internet and Network Usage Policy, Student technology Use Agreement, or Students Rights and Responsibilities Handbook. Continuous, unannounced monitoring of appropriate usage of devices will be conducted regularly and all inappropriate searches will be reported to the appropriate personnel.

IN SCHOOL PRINTING

Students may only print materials related to their classes and assignments. Prior to printing, a student should ask permission to print from a staff member or teacher. If a student prints materials, not associated with a class or assignment, they may be required to pay a fee for each page printed and/or be disciplined if the material was inappropriate or obscene in nature. Printing will only be done from a desktop computer.

FILE MANAGEMENT

Students will be provided cloud space to store files. It is recommended that all files be stored in this space so that in the event a device fails, the student's work and materials will be safe. Students may also backup work on a personal jump drive.

PASSWORDS AND BACKGROUND IMAGES

It is the responsibility of each student to protect their password. Passwords should never be shared. Each Principal and Technology Facilitator will be trained on resetting passwords. Principals and Technology Facilitators will either reset it upon request or submit a ticket to have the password reset. Inappropriate media should never 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 East Baton Rouge Parish School System may result in disciplinary actions.

AUDIO ACCESSORY USAGE & RESTRICTIONS

Unless specified to the student by the teacher, it is required that sound be muted at all times. Headphones may be used at the discretion of the teacher, but will not be provided to the schools by the East Baton Rouge Parish School System. If allowed, students should purchase a pair of headphones/earbuds for personal use. The headphones/earbuds should not be used unless indicated by the teacher.

SCHOOL COMMUNICATIONS, EMAIL, SOCIAL NETWORKING

Elementary school (PreK-5th) students will not have personal emails set up with their login names. Only high school students and select middle schools will be provided a school email address by the district that may only be used for instructional purposes. Teachers will communicate with students using a safe and secure platform that tracks all communication. High school students with emails, and the select middle school sites that have elected to provide students with emails, will be held to a code of conduct. Any communication that is deemed inappropriate will not be tolerated and subjected to internal and possible external investigation. All employees and students must adhere to the terms and agreements established in the East Baton Rouge Parish School System Internet and Network Usage Policy. Since the Chromebook is a tool used for learning, unapproved social networking sites are restricted from use.

Violations of the above user expectations, the attached East Baton Rouge Parish Internet and Network Usage Policy, and Student Technology Use Agreement may result in disciplinary repercussions as decided upon by building administration, including, but not limited to:

- Restrictions placed on device use
- Notification of parents
- Detention or suspension from school and school related activities
- Loss of device privileges
- Legal action and/or prosecution
- Financial Consequences

SAFETY AND SECURITY

PRIVACY

Students will be issued a username and password that allows them access to a personal file space and personal access to the internet. It is extremely important that students never give their username or password to any other student. By doing so, he/she will be held accountable for all internet or network actions that may take place as a result of other students posing as them. Students who attempt to hack into other systems or steal student or staff information may be subject to school disciplinary actions and legal actions, if deemed necessary.

UNAUTHORIZED USE OF DEVICES

All internet traffic is monitored by our filter program. Parents and Guardians will be notified if their child has been flagged because of inappropriate use of the device or network. Students who use a device in an inappropriate way may be subject to school disciplinary actions. These actions will be based on the severity of the inappropriate action or materials.

DISCIPLINARY MEASURES

Non-Compliance with the Student Technology Use Policy or East Baton Rouge Parish School System policies may result in one or more of the following actions:

1. Restricted use or loss of Chromebook/tablet device privileges. Possession of an East Baton Rouge Parish School System Chromebook device may be revoked at any time.
2. Student and parent may be required to make full financial restitution for any unauthorized expenses incurred or damage caused by inappropriate actions.
3. Student may face school disciplinary actions based on district and school policy violations.
4. Restriction of online apps and or extensions, online virtual connectivity, or immediate removal of virtual access.
5. Student may face legal actions based on the severity of the actions taken.

REQUESTING AN APP

The EBRPSS will provide support with extending the learning through Apps. Schools may request additional Apps through the Help Desk System. All Apps must be approved through the Technology Department, Department of Technology Integration, Curriculum & Instruction, and assigned

Executive Director. Any cost associated with an approved APP will be the responsibility of the school.

OPERATING SYSTEM ON YOUR CHROMEBOOK

Chromebooks operate on a modified version of the Chrome browser. It connects to web-based resources, apps and extensions provided on the internet. When a Chromebook is initially turned on, it updates automatically allowing the students to operate on the most recent version of the Chrome operating system. If the student's Chromebook needs technical support for the operating system, the student must request and create a Help Desk Ticket through the Department of **Information Technology's** (IT) website. You can access this website through the main www.ebrschools.org website under the Departments tab.

REPORTING MINOR & MAJOR CONCERNS

Each principal or designee will report site-based minor infractions through the Help Desk System. Examples of minor concerns may include:

- Additional Chromebooks/tablets needed
- Repairs
- Reimaging Requests

Each principal or designee will report site-based major concerns directly to the Executive Director who will communicate with the Technology Director for support. After reporting the major infraction to the Executive Director, the principal or designee will report the major infraction through the Help Desk System. Examples of major concerns may include:

- Wi-Fi outage
- Multiple stolen or damaged devices
- Major damage to device cart

DEVICE & ACCESSORY REPAIR AND REPLACEMENT

DISCLAIMER

Parents or guardians may be responsible for damages or replacement due to negligence, misuse or loss. All instances will be reviewed on an individual basis to determine the amount of financial responsibility and restitution that the parent or guardian must pay.

TIMELINE FOR REPAIRS

Some repairs for Chromebook/tablet devices can be managed on-site, other repairs must be sent to the district, or a 3rd party vendor. Devices that are sent to a vendor will be processed in the order they are received and by the availability of the parts needed to make the repair. Some repairs may take over (30) days because of the specific claims process under the Chromebook care warranty.

LOANED DEVICES

Loaner devices are available on a case by case basis under the discretion of the administrator and availability. Loaner devices may not be available for students who have abused or misused their device. Unless specified otherwise in writing, students will not take their devices home. As a school and district, we anticipate the need to loan devices to students who are having their primary devices repaired. While we hope to have loaner devices available to students during these repair periods, there may be times where we do not have any available loaner devices. Under these circumstances teachers will make every effort to allow students to use classroom computers or give the student an alternate assignment of equal value. Loaner devices may be assigned to students for the duration of their device repair. Loaner devices will be assigned on a first come, first serve basis. Loaner devices may be issued by your school librarian.

SUMMER ENRICHMENT PROGRAMS

ALL students will check-in chromebooks/tablets at the end of the school year. Students participating in any summer enrichment programs that require district issued chromebooks/tablets will be reissued devices once the program begins by the administrator/teacher of that particular program.

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CHROMEBOOK REPAIR COST MATRIX



Part / Repair Description	Approximate Repair Cost (<i>Parts and Labor</i>)
Laptop reimage	\$0.00
Missing Keys	\$5.00
AC adapter Replacement/ broken or missing	\$35.00
Battery / damaged	\$40.00
Touchpad	\$40.00
Damaged Shell	\$85.00
Broken screens	\$100.00
Motherboard	\$100.00
Replacement Chromebook due to neglect	\$220.00
District Assigned Case (Chromebook or Tablet)	\$20.00
Normal wear and tear	\$0.00
T-Mobile Hotspot	\$90.00
T-Mobile Hotspot AC Adapter	\$30.00
Replacement Tablet due to neglect	\$200.00
Acer Tablet Replacement Screen	\$170.00
Stylus Pen Replacement for Acer Tablet	\$12.00

***Matrix's price quotes are based on the vendor pricing and availability. Replacement timelines are also slower than normal at this time due to market demands. *Effective June 2021**