



B.Y.O.C.

(Bring Your Own Chromebook)

Students, Teachers and Parent Guide



PURPOSE

Hephatha is committed to moving students and staff forward in a 21st Century learning environment. As part of this plan, Hephatha is now piloting a program that will allow our fourth, fifth, and sixth grade students to access our wireless network using their *Chromebook* during the learning day. With Faculty approval, students may use their *Chromebook* in the classroom to access the Internet, save to the “cloud”, communicate with other learners, and use of the Google tools and Apps that are loaded on the device.

PLAN

Students in 4th thru 6th grade will bring their personal *Chromebooks* to school. Students and parents will be required to accept the following terms of use:

Hephatha is providing wireless connectivity as a student service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of Hephatha’s wireless network is entirely at the risk of the user, and Hephatha is not responsible for any loss of information that may arise from the use of wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. All users of Hephatha’s network are bound by the schools “Acceptable Use Policy” for technology usage. By using the network users are agreeing to all of the above cautions and policies as they pertain to each individual’s technology tool.

ACCEPTABLE USE OF TECHNOLOGY – per B.Y.O.T.

Technology is defined as all equipment, support sources (i.e. Internet), and activities that will enhance students' learning by:

- Providing a wealth of additional resources for reference, research, and presentation.
- Consulting with experts in a variety of fields.
- Communicating with other students and individuals in content study areas, learning to conduct searches, evaluate resources, and locate relevant materials.

Hephatha Lutheran School (HLS) understands that portable electronic computing devices include all tools that can be used to expand its students' learning opportunities. Portable computing opens limitless possibilities; users may go virtually anywhere and interact with anyone. With this opportunity comes responsibility. Use of the HLS network and its related computer facilities is a privilege afforded to members of the school community. Therefore, the school provides a set of guidelines for security and acceptable use. Violations of these guidelines will be handled by the faculty and/or the administration when appropriate. Students who use any electronic device in an inappropriate or unauthorized manner will have their devices confiscated, submitted to the Administration Office, and may be subject to search. Should a student use technology in any manner inconsistent with the values of HLS and outlined policies, he/she will be subject to disciplinary consequences as determined by the school administration.

GENERAL ELECTRONICS USE

Communication

During class time or other organized daily school events, students may not use any collaboration program (email, text messaging, chat, etc.) to communicate with others through the computer network unless a teacher or administrator expressly authorizes them to do so.

Network Access

Students may not access information on any of Hephatha Lutheran School's non-public servers without permission from the administration, nor may they use any other students' electronic device without permission from that student. No student may alter school information or portray him or herself as another person over the Internet. At no time is it acceptable for a student to use a teacher's electronic device for any use other than expressly directed by the teacher. In addition, students may not monitor network activity or attempt to damage the network. Students agree to **not** use video streaming or music websites without permission due to the possibility of overloading the school's internet connection and slowing the campus network speed.

Downloading

Students may not download, distribute, transmit or receive any copyrighted material in violation of copyright law and convention, or anything contrary to the values, beliefs, and practices of Hephatha Lutheran School.

This rule prohibits sending files through e-mail or other means of communication, as well as setting up servers on student owned devices or by any other physical or electronic means. Also, students may not download copyrighted content or non-shareware/freeware/open source programs. The use of virus programs or other intentionally harmful programs is strictly prohibited and will be dealt with seriously.

Other Individuals' and School Owned Electronics

No student may use another persons' electronics or property of HLS to distribute any means of communication, impersonate, or perform any other activity that would be deemed inappropriate according to the policies outlined in the Handbook. Students may not alter the configuration of any school-owned electronic device or of devices owned by other students.

Safety & Disclosing Information

The owners of a website can obtain information submitted by a user. Students should not distribute information such as their home phone number, address, or other sensitive information to any online entity. Students should be very cautious about disclosing any personal information over the Internet. No student should ever disclose the personal information of another student or faculty member

without adult consent.

Any recording device, including but not limited to video and digital cameras, or other electronic devices with the ability to take videos or still pictures, may not be used to slander, bully, or denigrate any student, visitor, staff member, faculty member, or administrator, on or off the campus at any time.

Students who access and submit content online should act responsibly and show respect for the rights and feelings of others. Gossip, insults, libelous, demeaning, derogatory, obscene, threatening, or harassing content, submissions, or comments about others, especially students, faculty, staff, and the school, are strictly prohibited.

See Harassment Policy in the Family Handbook.

Etiquette

As a rule, one should never say something through electronic means of communication that he/she would not say in person. In addition, personal or highly charged exchanges are best handled in person. Generally, any mode of communication used on an electronic device should be reserved for the exchange of information and not for emotional correspondence. Anonymous e-mail or electronic correspondence of any kind is prohibited. Remember that when a student engages in modes of electronic communication, he or she is acting as an ambassador of Hephatha Lutheran School. Correspondence should be courteous and appropriate.

Tech tools must be on silent mode during school hours. Students will access only files, programs and internet websites which are relevant to the classroom curriculum and with teacher direction. Students will comply when teacher's request that Tech tools are shut-down or the screen closed. Technology may not be used to assist in completing assignments or tests unless directed to by a Teacher or for non-instructional purposes.

Maintaining Your Electronics

All students are expected to maintain their electronics so that they can adequately participate in classroom assignments. This could include, but is not limited to: keeping enough space on the hard drive, keeping software up-to-date and in running order, organizing files and folders in a way that is easily accessible, keeping

wireless devices charged, etc.

Communication

Users should not send out modes of mass communication such as email, text messages, advertisements, or any other message that includes many different recipients. The use of the school network or Internet for personal gain, profit, commercial advertising, or political lobbying is prohibited. The Administration office must approve all electronic content that is being sent to the entire school or an entire class in advance.

Security

Students are responsible for their electronics. It is wise to keep them in locked or in the students' monitored possession at all times. Students are responsible for the safe keeping of all associated electronic device passwords and personal login information for school provided services. To ensure the safety and privacy of all members, students should not share this information with others.

Disclaimer

Hephatha Lutheran School will not be responsible for any damages suffered including loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The individual operating the electronic device accepts personal responsibility for any information obtained via the Internet or other electronic sources. The individual operating the electronic device accepts personal responsibility for actions on the Internet and on the school network.

Vandalism

All claims of vandalism, whether it be personal or school property, will be handled by the Administration according to the policies outlined in the Family/BYOT Handbook.

Privacy

There can be no expectation of privacy in school-provided services.

Privileges

The Use of Technology at Hephatha Lutheran School is a privilege, not a right. The use of the Internet and other associated network access is a privilege and inappropriate use will result in the cancellation of those privileges. The faculty and administration has the right to examine any device that is suspected of causing problems or was the source of an attack or virus infection. The administration will deem what is inappropriate use and their decision is final. Also, the system administrators may deny access at any time as required and deemed appropriate.

Use of Hephatha Lutheran School technology resources must be in support of curriculum and research and consistent with the purposes, Mission Statement, and values of Hephatha Lutheran School. Should a student act in any manner with the values of Hephatha Lutheran School as outlined in the Family Handbook, then the student will enter the cycle of discipline as described in the same Family Handbook.

Consequences of Violations

If the student violates any of these provisions HLS reserves the right to take any steps deemed necessary and appropriate to correct or eliminate such behavior. These steps included but are not limited to the actions listed below, with the level of entry decided by school administration. The consequences included warning or counseling, limiting independent access to the system, probation for a period of time, parent contact, suspension/revocation of network access, detention, school suspension and/or school expulsion.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and /or computer privileges as well as other disciplinary action.

Student signature: _____ Date: _____

Parent Signature: _____ Date: _____

FREQUENTLY ASKED QUESTIONS FOR STUDENTS:

What's different about using a Chromebook? **

You do all your work in a browser - Send mail, schedule meetings, work on documents, edit graphics, use custom apps, and more - all in a Chrome web browser!

Use any Chromebook to access your information - Your apps, documents, and settings are all stored safely in the "cloud" and not on your Chromebook, so you can sign in with your Google Apps account on any Chromebook or computer and you'll find your personal workspace and your documents exactly as you left them.

No updates or maintenance - Unlike a traditional PC, your Chromebook stays fast and up-to-date on its own. Each time you turn it on, it updates itself with the latest apps, features, and system upgrades.

Fast boot, long battery life -A Chromebook needs little processing power or local storage since all the heavy lifting happens in the "cloud". As a result it usually boots in 8 seconds - and the battery can last up to eight hours!

Built-in security – Employs the principle of "defense in depth" to provide multiple layers of protection, including sandboxing, data encryption, and verified boot. Each webpage and application you visit runs in a restricted environment.

Managed & Supervised Users -Parental Controls

What about warranty or insurance? **

The Chromebook comes with a one year warranty and one year of technical support. This protection only covers original manufacturer defects and will not apply toward any damage caused by the user.

You can purchase an accidental damage insurance plan through a third party vendor. These policies are available for one to four years and include all forms of damage or loss. A popular company called Square Trade (<http://www.squaretrade.com>) sells accidental protection on Amazon.com or their

website. Worth Ave. Group (<http://www.worthavegroup.com>) also sells accidental insurance policies.

What about accessories and other considerations? **

It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged. You can purchase protective sleeves, bags or cases for your Chromebook from a computer store or Amazon.com. Amazon sells many inexpensive cases for \$20 or less.

You will also need a set of in-ear headphones, sometimes called ear buds. These need not be high fidelity or expensive. You can find them at electronic stores, pharmacies or supermarkets for about \$5.

*** Thanks to Christ, Costa Mesa for sharing Chromebook information*

If my student's Chromebook is stolen or damaged, what options do I have? What recourse can I take?

Hephatha Lutheran Church and School, as well as the faculty or staff is not responsible for any theft, loss or damage of student owned equipment. Damage or theft is the responsibility of the owner. Installing tracking software can help locate the equipment if it is stolen, and keeping track of the device's serial number, model and type will be helpful as well. HLS recommends that families consider insuring the student's technology device. Theft or vandalism of any kind should be reported immediately to the Administration, so they can take the appropriate steps.

Parents may install a product called *Absolute Software* on the device to track the location in case of theft.

What are the classroom rules for using the student Chromebooks?

Teachers make the final decision for when and if Chromebooks will be used in the classroom. It will be up to the individual teachers to communicate their expectations to parents and students. Hephatha's technology policies will apply to all campus and classroom use.

Where can I see the Internet Use Policy for Technology?

The **Internet Use Policy** can be found in the Family Handbook on the Hephatha Lutheran Church and School website: www.hephatha.net

