



# Technology Strategic Planning for Tomorrow

## Chromebook/Laptop

### Guidance for Parents, Guardians and Students

---

The Jefferson Parish School District (JPS) has initiated a 1:1 Chromebook program for students and teachers in an effort to embrace 21st Century Skills. Chromebooks and other technology devices are a teaching tool, and the best teaching tools are the ones that help create a more engaging, productive learning environment. This document provides guidance for parents, guardians and students on the acceptable use and care of technology devices like Chromebooks, Laptops, and Hotspots.

- I. District goals for students include:
  - A. To increase productivity and engagement of all learners.
  - B. To make student-centered learning a priority.
  - C. To increase collaboration, creativity, critical thinking and communication in our students.
  - D. To prepare students for a 21st Century environment.
- II. Acceptable Use
  - A. Student use of a district-provided device falls under the Jefferson Parish Student Handbook and related policies. While at school, Internet and device use will be monitored through district level management software. Anyone found violating the acceptable use policy will be subject to disciplinary actions.
  - B. The [Technology Use Agreement](#) is intended for any student and their parent/guardian and student who is issued a district-owned device. The agreement includes the rules and expectations regarding device usage and responsibilities that come with borrowing a device.

- C. The agreement ends upon the student's withdrawal from the current school or upon the request of the school's administration provided the device is returned in good working order or when the replacement fees are paid.

### III. Device Use and Care (Chromebook, Laptop, Hotspot)

- A. All loaned devices are the property of the Jefferson Parish School District and as such may be inspected at any time.
- B. General Precautions
  - a. No food or drink should be next to any device.
  - b. Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate ports on the device.
  - c. Heavy objects should never be placed on top of a device.
  - d. Assigned devices should never be loaned to another student or individual.
  - e. No stickers or other like items are to be placed on a device. Failure to follow this may result in a replacement fee charge for the total cost of the device.
- C. Taking Care of a Device
  - a. Students are responsible for the general care of the device(s) they have been issued by the school. Students with a device that is broken or fails to work properly must return the device to the school as soon as possible and the device will be replaced.
  - b. Students should never leave their device unattended.
- D. Carrying Device
  - a. Always transport a device with care. Failure to do so may result in disciplinary action.
  - b. Students should always hold the device (cover closed) with two hands.
  - c. Never lift a device by the screen.
  - d. Never carry a device with the screen open.
  - e. Chromebooks and laptops should always be carried in the provided case/sleeve..
- E. Opening the Device
  - a. Open a device only when it is resting on a flat surface such as a table or desk.

- b. To open a device, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position.
- c. The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

#### F. Closing a Device

- a. Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
- b. Close the screen only when the device is resting on a flat surface such as a table or desk.
- c. Close a device using two hands--one at either corner of the screen
- d. Close the screen gently.

#### G. Screen Care

- a. The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- b. Do not put pressure on the top of a device when it is closed.
- c. Do not store a device with the screen open.
- d. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.).
- e. Never lift a device by the screen.
- f. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

#### H. Asset Tags

- a. All devices are labeled with a Jefferson Parish tag and barcode. The tags may not be modified or tampered with in any way.
- b. Students may be charged up to the full replacement cost of a device and further disciplinary action may be applicable for tampering with a tag or turning in a device without a tag.

#### I. Media

- a. Inappropriate media (pictures, music, movies, etc.) may not be used as device backgrounds or themes. The presence of such media will result in disciplinary action.

- b. Inappropriate media (images, videos, etc.) may not be stored on or accessed on a device. The presence of such media will result in disciplinary action.

J. Audio

- c. Sound must be muted at all times unless permission is obtained from a teacher.
- d. Students may want to provide their own personal headphones and/or ear buds (for sanitary reasons) however, its use is at the teacher's discretion. JPSS is not liable for any damage or loss.

K. Printing

- a. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- b. Because all student work should be stored in an Internet/cloud application, students will not print directly from their device.

L. Network Access and Security

- a. Students will log into their device using their school issued Google account.
- b. Students should never share their account passwords with others, unless requested by an administrator. Even then, the password should only be shared with the administrator and not a fellow student.

M. Managing and Saving Digital Work on a Device

- a. The majority of student work will be stored in the student's Google Drive and so that it can be accessed from any computer with an Internet connection and from most mobile Internet devices.
- b. No files are stored on the device.
- c. The district will not be responsible for the loss of any student work.

N. Student Responsibilities

- a. Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.
- b. Misuse of any Electronic Devices.
- c. Not having the device in class will be treated the same as if a student did not bring his textbook or homework to class.
- d. Students should notify their teacher that they do not have their assigned device with them.

O. Charging Carts

- a. In-school devices must be replaced at the end of the day in designated storage carts to charge the battery.
- b. Failure to not return a device could result in loss of use or limited access to the device for a specified time as decided by the Administration/Staff.

P. Operating System and Security

- a. Only district installed, supported and managed operating systems are allowed on any device. Students may not install any operating system on any device.

Q. Updates

- a. District-provided devices will automatically update as needed. Students do not need to manually update any device.

R. Virus Protection

- a. District-provided devices are protected against viruses and malware by installed software and other security measures. There is no need for additional virus protection.

S. Content Filter

- a. The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices have Internet access that is filtered, protected and monitored by the district.

T. Software

- a. District-provided devices seamlessly integrate with the Google Classroom suite of productivity and collaboration tools. This includes Google Docs, Google Sheets, Google Slides, Google Meet, and Google Forms.
- b. All work should be stored in the cloud on Google Drive.

U. Chrome Web Apps and Extensions

- a. Students will not have the ability to download apps and extensions from the Chrome Web Store.
- b. Apps are also subject to internet filtering.

V. Device Identification

- a. JPS maintains a log of all devices that includes the serial number, asset tag number, and name and ID number of the student assigned to the device. Devices are checked in and out to the students in a very similar way to when library books are checked in and out.
- b. Each student may be assigned the same Chromebook for the school year or his/her time at JPS. Take good care of it!

W. Repairing/Replacing Chromebooks

- a. Chromebooks requiring repair will be exchanged for a working device by the school.
- b. The repaired device will not be returned to the student but will be added to the available devices within the school.

X. Vendor Warranty

- a. District-provided devices are purchased with a repair warranty. The vendor warrants the device from defects in materials and workmanship.
- b. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- c. The vendor warranty does not warrant against damage caused by misuse, or abuse.
- d. Parents/Guardians and students are responsible for the replacement cost on any device or accessory that has been intentionally damaged or misused.

IV. What logins will students use to access their device?

- A. Regardless of locations, students will each have an email address that is their primary login username. The password will be supplied by the district and changed periodically if needed.

V. Can parents use a district-provided device?

- A. When a student is logged into the device, parents can use them to check on student work, or connect with teachers. The district-provided devices are NOT at any time intended for personal use for the student, other family members, or their parents.

## VI. No Expectation of Privacy

- A. Students have no expectation of confidentiality or privacy with respect to any usage of a district-provided device, application account, or software regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student district-provided devices, application accounts, or software at any time for any reason related to the operation of the District. By using a district-provided technology, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student devices while the students are logged in.