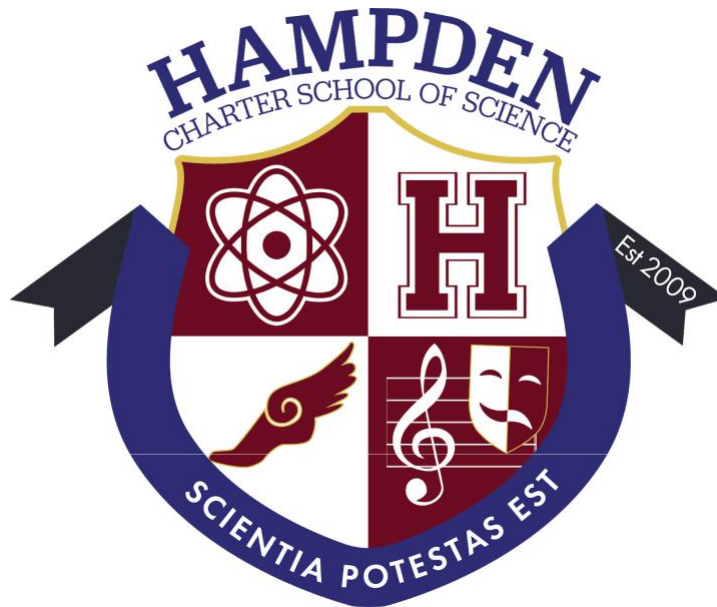


HAMPDEN CHARTER SCHOOL OF SCIENCE



CHROMEBOOK HANDBOOK 2020-2021

[HCSS Chromebook Website](#)

Updated: 9/9/20

In accordance with M.G.L. c. 76, s. 5, Hampden Charter School of Science shall not discriminate nor tolerate harassment based on race, color, national origin, creed, sex, ethnicity, gender identity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. HCSS has a zero tolerance for harassment based on these areas.

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MISSION

The mission of the 1:1 Chromebook Program at Hampden Charter School of Science 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 and lifelong learners. Students will transition from consumers of information and knowledge to creative producers. Google's Apps for Education is an agreement between Google and the district and delegates obtaining parental permission to the school. This is valid under COPPA (see www.ftc.gov/privacy/coppafaqs.shtml)

HCSS endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after middle school.

The policies, procedures, and information within this document apply to all Chromebooks and include any other device used at Hampden Charter School of Science by students, staff, or guests and considered by the administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classrooms. Please visit the [HCSS Chromebook website](https://sites.google.com/hampdencharter.org/1-1device) for more details. (<https://sites.google.com/hampdencharter.org/1-1device>)

CHROMEBOOKS

Parents can either borrow a Chromebook from HCSS, or purchase a personal Chromebook same as the HCSS Chromebook.

Option 1 - Borrow from HCSS: Parents may borrow a Chromebook from HCSS. If a parent chooses this option, it is strongly recommended to purchase the Insurance. Otherwise, parents/guardians will be held responsible for the cost of any repairs in full in case of any damage and HCSS will accept no responsibility for any damage, loss, or theft.

Chromebooks will be distributed to middle school students and high school students and their parent(s) on the 3rd week of August. Chromebooks must be returned at the end of the academic year.



Option 2 - Buy Your Own Chromebook:Parents and students are not required to borrow a Chromebook from HCSS. However, if the family's preference is to purchase a Chromebook, then the same type of Chromebook as HCSS Chromebooks must be used and that purchased Chromebook must be enrolled in the HCSS Chromebook System the first week of the academic year to follow the school policy. The purchased Chromebook will be unenrolled from the HCSS Chromebook System the last week of the academic year. The enrollment process will be done by HCSS IT Department.

HCSS strongly recommends that a protection plan or insurance be purchased and will accept no responsibility for any damage, loss, or theft. [HCSS will, however, provide technical support for Google Apps.] Below are the Chromebook specifications for parents buying a personal Chromebook for their child. Please note that the Chromebook must be same as the HCSS Chromebook. Otherwise, the student may experience difficulties using his/her Chromebook effectively.

Chromebook Specifications

Acer C738T 11.6" Chromebook

Mfg. Part#: C5R6

Acer Spin 311 Chromebook

Mfg. Part#: 28RM



TRAINING & SIMPLE TROUBLESHOOTING

During the first week of school, students will be trained how to use the Chromebook by HCSS staff. If a problem occurs at any time, please reboot the Chromebook, or log out and then in again to your Chromebook. If the problem is not resolved, then please contact the IT Office.



TAKING CARE OF YOUR CHROMEBOOK

Hampden Charter School of Science requires that the HCSS **Protection Plan** is signed prior to checking out a Chromebook. Student Chromebooks and accessories will be collected at the end of each school year for maintenance over summer vacation. (*For only Option 1 - Borrow from HCSS users*)

Any student who transfers out of HCSS will be required to return his/her Chromebook and accessories. If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian account will be turned over to a collection agency.

All parents & students must sign and return the HCSS *Chromebook Handbook Agreement* document before getting Chromebooks.

Students are responsible for the general care of the Chromebook which they have been assigned by the school. Chromebooks that are broken or fail to work properly must report to the insurance company immediately. If a loaner Chromebook is available, one will be issued to the student once student provide an insurance case number.

HCSS also strongly recommends option 2 (*Buy Your Own Chromebook*) users to purchase a protection plan or insurance from a third company.

General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Chromebooks must be carried in a Chromebook carrying case at all times. (Parents or legal guardians are responsible for purchase.)



- Do not place anything such as pencil, ruler, book...etc. in the carrying case.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your Chromebook to room temperature prior to turning it on.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

USING YOUR CHROMEBOOK

At School

The Chromebook is intended for use at school each and every day. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home

Students need to charge their Chromebooks every night, therefore students are required to take their Chromebook home every day throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. [It is not recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.]

If students leave their Chromebook at home, they must immediately phone parents to



bring the Chromebook to school. Repeated violations of this policy will result in referral to administration and possible disciplinary action.

PLEASE NOTE: Chromebooks will not work between 11pm and 5am. Please plan accordingly.

Internet Usage

All Chromebooks are filtered by HCSS Filter at home and school. Students must use the Chromebooks for educational usage. Please see **Technology Acceptable Use Policy (Attachment I)** for the details.

At School: Students Chromebooks are connected to HCSS wireless system. All problems should be submitted to HCSS IT Department.

At Home: If students don't have any internet connection, we recommend to parents to apply "Affordable Internet at Home for Eligible Households" program. Please visit <https://www.internetessentials.com/> for details.

Other General Usage

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing:

At School: HCSS teaching strategies generally facilitate digital homework. (Printing functionality will be available on a limited basis at school, subject to classroom requirements. Individual teachers will share their printing policy with students.)

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of files and



keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Hampden Charter School of Science. Spot checks for compliance will be done by IT staff at any time.

Students may add appropriate music, photos, and videos to their Chromebook. All Chromebooks are subject to inspection and must follow the Hampden Charter School of Science acceptable use policy. Wiping or resetting a Chromebook is prohibited.

Software on Chromebooks:

Chromebook software is delivered via the HCSS Chrome Web Store. The software consists of web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest version of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. Students must then go to HCSS Chrome Store (the first link of the bookmark bar on the student Chromebook) and install the software application by clicking on it. Applications that are no longer needed will automatically be removed by the school as well..

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install any additional software on their Chromebook.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance (as well as inappropriate material being carried into the school).



PROTECTING & STORING YOUR CHROMEBOOK: CHROMEBOOK IDENTIFICATION

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and HCSS asset tag
- Individual's HCSS Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

During the school day when a student is not using his/her Chromebook, it should be stored in the student's locker securely locked. Nothing should be placed on top of the Chromebook when stored in the locker.

When the school day is over, all students must take their Chromebook home with them. The Chromebook is never to be stored in lockers or anywhere else at school outside of school hours. Chromebooks should also never be stored in a vehicle. The Chromebook must be charged fully each night at the student's home.

Storing Chromebooks at Extra-Curricular Events

During the school day, students are responsible for securely storing their Chromebooks, including during Physical Education classes, during extra-curricular events, during extended day hours, or anytime.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored or left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, (library) hallways, bathrooms, in a car, or any other entity that is not securely locked or where there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal or designee's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.



Repairing or Replacing Your Chromebook: Chromebooks Undergoing Repair

Loaner Chromebooks may be issued (if available) to students when they bring a claim number for Chromebook from a third company. The limit of Loaner Chromebook usage time is two weeks, it may be extended another two weeks. Repaired Chromebooks might end up with the original factory settings as first received. Therefore, it is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

HCSS strongly recommends option 2 (*Buy Your Own Chromebook*) users to purchase a protection plan or insurance from a third company. The repair time of third company must be less than one month.

HCSS Protection Plan

Hampden Charter School of Science strongly recommends a protection plan with one-time fee of \$35 per year when students get their Chromebooks. The protection plan link is; <https://securranty.com/Hampden-West> otherwise, parents/guardians will be held responsible for the cost of any repairs in full in case of any damage. This fee is not refundable. Under this protection plan the Chromebooks are protected against accidental damage. Hampden Charter School of Science will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This protection plan does not cover for loss of the Chromebook and/or its accessories, or damages caused by intentional misuse and abuse. Hampden Charter School of Science will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students may be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**



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Any Chromebook' damages caused by intentional misuse and abuse must be fixed by only Acer, Acer certified repair locations, BestBuy, or P.C. Richards&Son. The Chromebook Repair Report must be submitted to HCSS IT Department with the Chromebook after repair. Parents/guardians will be held responsible for the cost of any repairs in full (shipping, repairs fee, tracking Chromebook).

Acer Repair Center:<https://www.acer.com/ac/en/US/content/support>

Protection Plan covers:



Protection Plan does not cover:

- Scratches on Chromebook
- Liquid Spills (No food or drink is allowed near your Chromebook)
- Loss of Chromebook

What are the replacement costs of the Chromebook and accessories?	
Chromebook	\$280
AC Charger	\$30
Case	\$30
Screen Repair (if no insurance)	\$170
Missing or damaged key (1-5)	\$15



ATTACHMENT I: TECHNOLOGY ACCEPTABLE USE

General Guidelines

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Hampden Charter School of Science. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Hampden Charter School of Science.
- Access to the Hampden Charter School of Science technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by HCSS Acceptable Use Policy.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.

Privacy and Safety

- Students, do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.



- Remember that network storage is not guaranteed to be private or confidential. School Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the school's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Unacceptable Uses

The following uses of the HCSS computer system and Internet are considered unacceptable for students and staff but are not limited to the following:

- 1) Users will not use the HCSS system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a) pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b) obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c) materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d) information or materials that could cause damage or danger of disruption to the educational process;
 - e) materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- 2) Users will not use the HCSS system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- 3) Users will not use the HCSS system to engage in any illegal act or violate any local, state or federal statute or law.
- 4) Users will not use the HCSS system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the HCSS system software, hardware or wiring or take any



action to violate HCSS security system, and will not use the HCSS system in such a way as to disrupt the use of the system by other users.

- 5) Users will not use the HCSS system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- 6) Users will not use the HCSS system to post private information about another person or to post, transmit or distribute personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- 7) Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the HCSS system or any other system through the HCSS system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the HCSS system may not be encrypted without the permission of appropriate school authorities.
- 8) Users will not use the HCSS system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- 9) Users will not use the HCSS system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of HCSS. Users will not use the HCSS system to offer or provide goods or services or for product advertisement. Users will not use the HCSS system to purchase goods or services for personal use.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.



Legal Propriety

- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Hampden Charter School of Science discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the school. This email access will be through a Google Gmail system managed by Hampden Charter School of Science. The interface is heavily monitored by network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language. Do not send mass e-mails, chain letters, or spam.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other HCSS students and faculty through the school assigned email address.

Consequences

- The student or staff member in whose name system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the HCSS Chromebook Policy or HCSS Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. HCSS cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.



HCSS STUDENT CHROMEBOOK CHECKLIST

<input type="checkbox"/>	HCSS Protection Plan Fee (\$32)
<input type="checkbox"/>	Audio/Power Jack
<input type="checkbox"/>	Screen
<input type="checkbox"/>	USB Port
<input type="checkbox"/>	Keyboard
<input type="checkbox"/>	MousePad
<input type="checkbox"/>	Charger
<input type="checkbox"/>	Other

Notes or Comments:



HCSS - CHROMEBOOK POLICY HANDBOOK

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebooks' battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of HCSS.
- I will follow the policies outlined in the Chromebook Policy Handbook while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Student Name: _____ (Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____

