

# **Chromebook Policy, Usage and Information Handbook for [HS]<sup>2</sup>**



## **About CRMS [HS]<sup>2</sup> Program and Chromebooks:**

The focus of the [HS]<sup>2</sup> program at Colorado Rocky Mountain School is to prepare students for their future, a world of digital technology and information. As we navigate the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with the Chromebooks integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all Chromebooks used at Colorado Rocky Mountain School, [HS]<sup>2</sup> program. Teachers may set additional requirements for computer use in their classroom.

# TABLE OF CONTENTS

<b>1. RECEIVING YOUR LAPTOP &amp; LAPTOP CHECK-IN/OUT</b>	<b>1</b>
<b>2. TAKING CARE OF YOUR LAPTOP</b>	<b>1</b>
2.1 General Precautions	
2.2 Carrying Laptops	
2.3 Screen Care	
<b>3. USING YOUR LAPTOP AT SCHOOL</b>	<b>2</b>
3.1 Charging Your Laptop's Battery	
3.2 Screensavers	
3.3 Sound, Music, Games, or Programs	
3.4 Printing	
<b>4. MANAGING YOUR FILES &amp; SAVING YOUR WORK</b>	<b>2</b>
4.1 Network Connectivity	
<b>5. SOFTWARE ON LAPTOPS</b>	<b>3</b>
5.1 Additional Software	
5.2 Inspection	
<b>6. ACCEPTABLE USE</b>	<b>3-6</b>
6.1 CRMS [HS] <sup>2</sup> School Responsibilities are to:	
6.2 Students Responsibilities are to:	
6.3 Student Activities Strictly Prohibited:	
6.4 Laptop Care	
6.5 Legal Propriety	
6.6 Student Discipline	
6.7 Cyberbullying	
<b>7. PROTECTING &amp; STORING YOUR LAPTOP COMPUTER</b>	<b>6</b>
7.1 Laptop Identification	
7.2 Storing Your Laptop	
7.3 Laptops Left in Unsupervised Areas	
<b>8. Use of Technology Resources Policy</b>	<b>6-7</b>
8.1 Regulations	
8.2 Computer Laptop Violations	
8.3 Consequences for Violations	
8.4 Computer Network Violations	
<b>9. Student Agreement</b>	<b>8</b>

## **1. RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN/OUT**

You will receive a Chromebook and power cord at the start of your [HS]<sup>2</sup> program and be responsible for the Chromebook and power cord until the last day of your [HS]<sup>2</sup> program when you return your Chromebook and power cord.

## **2. TAKING CARE OF YOUR LAPTOP**

Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to the Program Director in the CRMS main office.

### **2.1 General Precautions**

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, “skins”, or labels that are not the property of the [HS]<sup>2</sup> program at CRMS.
- Laptops must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their laptop’s battery charged for school each day.

### **2.2 Carrying Laptops**

- Laptops must be carried in a backpack AT ALL TIMES when carried around campus and within the school and dorm buildings.
- The laptop must be turned off or in sleep mode before placing it in the backpack.
- Keep your laptop separate from pens, pencils, sharp objects, food and beverages inside your backpack.

### **2.3 Screen Care**

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

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop 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, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth, as needed.
- Do not “bump” the laptop against lockers, walls, car doors, floors, etc as it will eventually break the screen.

### **3. USING YOUR LAPTOP AT SCHOOL**

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using Google. Students must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

#### **3.1 Charging Your Laptop's Battery**

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. If your laptop is not properly charged, you will risk losing computer access during classes and a replacement will not be provided. Each classroom design is different and only if available, students may be able to connect their computers to a power outlet in class.

#### **3.2 Screensavers**

Inappropriate media may not be used as a screensaver.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

#### **3.3 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet Games are not allowed on the laptops during school hours. NO games can be installed on the laptops.
- Do not save games or programs to the hard drive. All software must be provided by CRMS [HS]<sup>2</sup> Program.

#### **3.4 Printing**

Students may use printers that are installed on the laptops. Please be aware of what location you are selecting to print your documents to. Change the location of where you want to print. If you accidentally printed to the wrong location - DO NOT print another copy, go and get the copy you printed at that location.

### **4. MANAGING YOUR FILES & SAVING YOUR WORK**

All [HS]<sup>2</sup> students have been provided a Google account and have access to gmail, drive, calendar, etc. within the Google platform and must save all their work to their Google drive.

#### **4.1 Network Connectivity**

Colorado Rocky Mountain School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, students will not have access to the Internet until the network is up and running again.

## **5. SOFTWARE ON LAPTOPS**

### **5.1 Additional Software**

Students are not allowed to load extra software on their laptops.

### **5.2 Inspection**

Students may be selected at random to provide their laptop for inspection.

## **6. ACCEPTABLE USE**

Colorado Rocky Mountain School is pleased to be able to offer access to the Chromebooks which provide the necessary programs required by classes and the [HS]<sup>2</sup> program which provides access to Google drive, calendar, mail and the Internet. To gain access to these resources, students must sign an agreement form. While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Chromebook or other technology privileges. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved. Many responsibilities result from the use of these technologies in the educational setting.

### **6.1 CRMS / [HS]<sup>2</sup> Responsibilities are to:**

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials.
- CRMS reserves the right to review, monitor, and restrict information stored on or transmitted via CRMS [HS]<sup>2</sup> owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

### **6.2 Students Responsibilities are to:**

- Use computers in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Help CRMS / [HS]<sup>2</sup> Program protect our computer system by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.

- If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it into the office.
- Return Chromebook to Program Director at the end of the [HS]<sup>2</sup> Program.
- Laptops that are stolen must be reported immediately to the [HS]<sup>2</sup> Program Director.

### **6.3 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Internet/Computer Games
- Use of outside program disks
- Use of outside data disks without prior approval from the computer tech
- Changing of computer settings
- Downloading and Executing Files-EX: games, etc
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Password sharing
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

### **6.4 Laptop Care**

- Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
- Laptop damage: Students who have recorded 3 or more instances of laptop damage may be asked to check their laptop in. Future laptop privileges will be determined by the [HS]<sup>2</sup> Program Director and necessary [HS]<sup>2</sup> Admin, Faculty, Staff.
- Failure to return the computer will result in a grand theft report being filed with the Police Department.

### **6.5 Legal Propriety**

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the Code of Conduct for Colorado Rocky Mountain School [HS]<sup>2</sup> Program. 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.

- Use or possession of hacking software is strictly prohibited and violators will be subject to appropriate disciplinary action.
- Violation of applicable state or federal law, including the Colorado Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by Colorado Rocky Mountain School.

## 6.6 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

*Step 1:* Student will be given verbal warning and given another chance to prove worthy of using the Chromebook

*Step 2:* Student will be suspended from use of the Chromebook for time determined by the [HS]<sup>2</sup> Program Director. During time a student doesn't have access to a Chromebook, use of Chromebook can be checked out as needed for class and/or study hall when supervised by a faculty of [HS]<sup>2</sup>.

*Step 3:* Student will return Chromebook in. During time a student doesn't have access to Chromebook, any work needed to be done via computer/online, the student will need to check out the Chromebook and be supervised while using.

## 6.7 Cyberbullying

*"Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Websites, and defamatory online personal polling Websites, to support deliberate and hostile behavior by an individual or group that is intended to harm others."* -Bill Belsey, President of Bullying.org.

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or CRMS [HS]<sup>2</sup> property to harass or stalk another. The CRMS computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and CRMS' acceptable computer use policy and procedures. Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else. Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of an [HS]<sup>2</sup> director, admin and/or teacher. The administration shall fully investigate all reports of cyberbullying. In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined



to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student. Malicious use of CRMS' computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension, or expulsion for verified perpetrators of cyberbullying. Discipline for cyberbullying will be handled on a case by case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

## **7. PROTECTING & STORING YOUR LAPTOP COMPUTER**

### **7.1 Laptop Identification**

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways: Record of serial number, Computer Number, Student's Name

### **7.2 Storing Your Laptop**

When students are not using their laptops, they should be stored in their respective dorm room. Nothing should be placed on top of the laptop.

### **7.3 Laptops Left in Unsupervised Areas**

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, climbing gym, library, unlocked classrooms and hallways, etc. Any computer left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to the Program Director in the CRMS office or the Admin on duty.

## **8. Use of Technology Resources Policy**

### **8.1 Regulations**

The use of Colorado Rocky Mountain [HS]<sup>2</sup> Programs technology resources is a privilege, not a right. The privilege of using the technology resources provided by Colorado Rocky Mountain School [HS]<sup>2</sup> Program is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the [HS]<sup>2</sup> Program. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

### **8.2 User Terms and Conditions**

The use of Colorado Rocky Mountain [HS]<sup>2</sup> Programs technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the [HS]<sup>2</sup> Program along with State & Federal regulations. In compliance with federal law, Colorado Rocky Mountain School shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
- User accounts are considered the property of Colorado Rocky Mountain School [HS]<sup>2</sup> Program. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

### **8.3 Computer Laptop Violations:**

Prohibited technology resources activities include, but are not limited to, the following:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, illegally obtained music, or video files (including YouTube, Google/Yahoo! video, etc) using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

### **8.4 Computer Network Violations:**

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Attempting to add a non-school issued computer to the school's network Infractions of any policy included in this Acceptable Use Policy/Handbook will result in appropriate consequences.

## STUDENT AGREEMENT FOR [HS]<sup>2</sup> CHROMEBOOK USE

I, \_\_\_\_\_, (student's name) agree to the following conditions:

1. I will follow all of the policies and regulations included in the Laptop Policy, Procedure, and Information handbook while at school as well as outside of the school day.
2. I will file a report immediately with [HS]<sup>2</sup> Program Director, in case of theft, vandalism, damage and other acts, occur during my time at (HS)<sup>2</sup>.
3. I agree to return the Chromebook and power cord in good working condition.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Individual Chromebook and power cord must be returned to the Program Director at the end of the [HS]<sup>2</sup> program. Students who withdraw, are suspended or expelled, or terminate enrollment at Colorado Rocky Mountain School, [HS]<sup>2</sup> Program for any other reason must return their individual Chromebook on the date of termination.*