



Chromebook Handbook

for

Franklin Township Public Schools

2023-2024



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District Goals and Vision

BOE-Approved District Goals

1. Continue to expand our curricular program and learning opportunities to be inclusive of all learners, with a focus on improving achievement and promoting student individual growth, leading to improved community satisfaction with our schools.
2. Offer professional development opportunities in all schools focused on energizing and empowering staff to make meaningful instructional changes through the use of data protocols with an emphasis on transitional grade levels.
3. Begin a multi-year planning process for grade reconfiguration and necessary changes in attendance zones required for a successful implementation of the One Less Move referendum projects.
4. Continue progress on our facilities projects with the least amount of disruption to the educational process while ensuring the safety and well-being of students and staff.

District Instructional Vision Statement

Franklin Township Public Schools staff and students will participate in a reflective and shared process to ensure ownership for learning. All students will engage in meaningful, data-driven and individualized instruction in a caring and collaborative learning community that fosters college and career readiness and social/emotional development.

District Professional Development Vision Statement

The Franklin Township Public Schools will offer a program of professional development that is differentiated by the needs of all staff members, offers choices, and enhances student learning.

Instructional Technology Vision Statement

We recognize and embrace the pivotal role of technology within our schools and district communities in today's global society. In an effort to facilitate innovative learning and teaching, WE will strive to provide a safe and secure technological setting with current technology, information resources, and training. The **21st Century Ready Stakeholders** - Students, teachers, administrators and community members will be able to access, process, and communicate information using a wide range of resources and technologies. Individuals will have the opportunity to become independent, lifelong learners in a rapidly changing society.

FTPS 1-1 Initiative

The mission of the 1:1 program in the Franklin Township Public Schools District is to provide equitable access to digital educational resources for all learners. This transition will allow students and teachers to engage in transformative uses of technology while enhancing student collaboration, communication and creativity. 21st Century learners have transitioned from consumers of information to creative producers and owners of knowledge. In addition, this program will prepare our students for a globally interconnected and evolving world that experiences rapidly changing technological advancements.

Why 1-1 Chromebook Program

The focus of the Chromebook 1:1 Program is to empower students to become fully active participants in the learning process. Through the Chromebook 1:1 Program initiative, students will acquire technological and critical thinking skills and will develop a sense of personal and social responsibility that will enable them to be successful in the world for which we are preparing them. Chromebooks will transform teaching practices and encourage students to engage in problem-based learning and help them to realize that teaching and learning can occur anytime, anyplace.

The Chromebook 1:1 Program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- Responsibility and accountability
- College and career readiness
- Digital Citizenship

Why Chromebooks?

Chromebooks for education give students, teachers, and administrators a simple solution for fast, intuitive, and easy-to-manage computing. Chromebooks provide access to the web's educational and collaborative resources, as well as offer centralized management and low total cost of ownership. Using Chromebooks, teachers spend more time teaching and less time managing classroom technology, and schools can deploy more computers into the hands of their students and teachers. Chromebooks also empower students to stay on task as well as help them to be responsible and accountable for all work. Students learn how to plan their day and complete To Do Lists.

What is the Chrome Operating System (OS)?

The Chrome OS (Operating System) works with web-based applications versus traditional stand-alone software. There are no programs to load and no updates to install. The Chrome OS updates automatically; therefore, you are always running the most current version. Chrome was designed for more than just speed. Because of its advanced security features, Chrome offers a secure browsing experience. Chrome also allows you to control what information you share online.

G-Suite Accounts

1. Receiving Your Chromebook and Google Workspace Account

- **Parent/Guardian Agreement**

- Prior to receiving an FTPS Chromebook for take home use, parent(s) /guardian(s) are required to sign the School District (FTPS) Acceptable Use Policy and G-Suite/ Chromebook Agreement.

- **Distribution**

- Each 3-12 grade student will be assigned a Chromebook.
- Technology teams at each FTPS location will determine the date, time and rollout plan that best suits their locations. This information will be made available to both students and parents prior to distribution

- **Transfer/New Student Distribution**

- When a new/transfer student arrives and the Technology Department receives notice, the student will receive a Chromebook and Google Workspace account within the first 10 school days of their arrival. Transfer / New students will have access to a temporary unit until they are assigned a primary device. Building leadership will notify the Technology Department when this need occurs through a tech request.

2. Returning Your Chromebook

- **End of Year**

- At the end of the school year, the district will determine if students are required to return their Chromebook. If required, failure to turn in a Chromebook will result in the student being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

- **Transferring/Withdrawing Students**

- Students that transfer out of or withdraw from the FTPS must turn in their Chromebook on their last day of attendance. Before filling out the withdrawal form, parents/ guardians will need to confirm with the school that they have returned the device & charger, and will then receive a receipt code to use for the withdrawal form. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving FTPS may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. Damaged, broken or inoperable Chromebook should be delivered to designated building locations as soon as possible. A temporary device will be made available until the primary device is repaired or replaced. FTPS technicians are not responsible for the maintenance or support of private or off-site networks (WIFI connections.) District-owned Chromebook should never be taken to an outside computer service for any type

of repairs or maintenance. Students should never leave their Chromebook unattended except locked in their locker or other building / district designated secured area.

- **General Precautions**

- No food or drink should be near Chromebook.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Chromebook should not be used or stored near pets.
- Chromebook should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebook must remain free of any writing, drawing, stickers, labels or permanent personalization.
- Heavy objects should never be placed on Chromebook.

- **Cases**

- The district will not be supplying cases for Chromebook, but it is recommended that students acquire their own.

- **Carrying Chromebook**

- Always transport Chromebook with care.
- Never lift Chromebook by the screen.
- Never carry Chromebook with the screen open.

- **Screen Care**

- The Chromebook 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.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

- **Asset Tags**

- All Chromebook will be labeled with a District asset tag.
- Asset tags may not be removed, modified or tampered with in any way.

4. Using Your Chromebook at School

- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

- **If a student does not bring his/her Chromebook to school**

- Loaner Chromebooks will not be available.

- **Chromebook being repaired**

- Loaner Chromebook may be issued to students if they have followed the damaged Chromebook protocol. Students who willfully damage their Chromebook **will not be issued a loaner**.

- A student borrowing a Chromebook from the Media Center must sign it out and will be responsible for any damage to or loss of the loaned device. K-5 Students will coordinate loaner exchange with their HR teacher and Media Specialist.
- Chromebook on loan, from the Media Center, to students having their devices repaired may be taken home.
- A member of the Technology Department will drop the Chromebook off at the building media center once the device has been repaired.
- Students must then return the Loaner Chromebook in exchange for the repaired Chromebook.

● **Charging Chromebook**

- Chromebook must be brought to school each day fully charged.
- Students should charge their Chromebook at home every evening.
- There will be a limited number of unsupervised charging stations in the library and designated classroom locations available to students on a first-come-first-served basis.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

● **Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

● **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the media center for special projects only.

● **Logging into a Chromebook**

- Students will log into their Chromebook using their school issued G-Suite account.
- Only FTPS accounts are able to login to district issued Chromebook.
- Students should never share their account passwords with others.

● **Managing and Saving Your Digital Work with a Chromebook**

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media however, Google Apps auto-save every 4-6 seconds while connected to the Internet.
- The district will not be responsible for the loss of any student work.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebook at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the FTPS acceptable use policy, and all other guidelines in this document wherever they use their Chromebook.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook or physically alter the Chromebook in any way.

a. Updates

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebook.

b. Virus Protection

Chromebook use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

7. Student Safety and Content Filtering

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebook, regardless of physical location (in or out of school), will have all Internet activity protected, managed and monitored by the district per policy. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, teachers should contact the Technology Department.

The Board of Education's [Policy 2361 Acceptable Use or Computer Networks/Computers and Resources](#) and its accompanying [Regulation R2361](#) provide additional information on Internet Safety. This information is reviewed at a public hearing during the School Safety Data Reporting System presentation twice a year.

8. Software

Google Workspace

Google Workspace is intended for educational use only. Your child’s teachers will be using Google Apps for lessons, assignments, and instruction. Email features will be restricted to use within the FTPS domain unless outside access is specifically requested by instructional staff and approved by administration. This means that students will not be able to send or receive emails from anyone outside the school district using this system.

Access

Google Apps for Education is available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents/guardians are responsible for monitoring their child’s use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Chrome Web Apps and Extensions

- Students are allowed to install district approved Chrome web apps and extensions from the Chrome Web Store.

- Students are responsible for the web apps and extensions they install on their Chromebook. Inappropriate material will be removed and may result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

Records

The District will maintain a log of all Chromebook that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

Users

Each student will be assigned a Chromebook for the duration of his/her time during the school year.

10. Repairing/Replacing Your Chromebook

- Consequences for losing or damaging a Chromebook will be handled on a case-by-case basis by building and/or district administrators.
- Students who willfully damage their CB (i.e. throw, sit, or hit the CB) will receive the following consequences:
 - o **First offense** - MOF written up. A fine will be issued to replace the device.
 - o **Second offense** - MOF written up. Student will not be able to participate in the 1:1 program for the remainder of the school year. Student must pick up and leave the CB in his or her HR or from the media center. Student will be responsible to pay for damages to CB, if any.
 - o **Third offense** - Student will lose all CB privileges except for required assessments and assignments (i.e. Benchmark on Link-it or iReady). However, usage of CB in the classroom will be at the discretion of the classroom teacher. Student will be responsible to pay for damages to CB, if any.
- Parents / Guardians can purchase FTPS Chromebook Full Coverage Insurance through Worth Ave. Group Electronic Device Insurance Coverage

Worth Ave. Group Coverage	Coverage Details			
<ul style="list-style-type: none"> ✓ Accidental Damage (Drops & Spills) ✓ Cracked Screen ✓ Liquid Submersion ✓ Fire, Flood & Natural Disaster ✓ Power Surge By Lightning ✓ Theft & Vandalism ✗ Manufacture Defect & Mechanical Failure ✗ Standard Wear & Tear ✗ Cosmetic Damage ✗ Unexplained Loss 	Device	Coverage	Deductible	Price
	Dell 11 3100 4GB BLK	\$250.00	\$0.00	\$27.00
	Policy Term: 09/01/2022 to 08/31/2023			

- All Chromebooks in need of repair must be brought to the Media Center or designated building location for processing. A temporary device will be made available, if there is a device available to loan, until the primary device is repaired or replaced. FTPS technicians are not responsible for the maintenance or support of private or off-site networks (WIFI connections.) District-owned Chromebook should never be taken to an outside computer service for any type

of repairs or maintenance. Students should never leave their Chromebook unattended except locked in their locker or other building /district designated secured area

- Parents experiencing financial hardship can apply for insurance payment waiver, by submitting a letter of financial hardship. Each case will be reviewed and FTPS will cover the cost for insurance.

FTPS Chromebook Handbook

Opt Out of Insurance

Parents who opt out of insurance will become liable and will be required to pay for any repair cost or the cost to replace the Chromebook.

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$250. 00
- Screen - \$70. 00
- Keyboard/touchpad - \$50.00
- Power cord/ Charger CB Dell Model 3100 - \$45.00

11. Privacy and Google Apps for Education Data

Students have no expectation of confidentiality or privacy with respect to any usage of an FTPS issued Chromebook, FTPS Google Workspace Account or other related district network asset, 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 Chromebook or FTPS Google Apps for Education accounts at any time for any reason related to the operation of the District. By using an FTPS issued Chromebook or FTPS Google Workspace account, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff will use Classwise monitoring software that allows them to view the screens and activity on student Chromebook. Monitor through Linewise will be used to manage and alert administration on student's self-harm and safety while using chromebooks.

A. Google is a Student Privacy Pledge Signatory.

The Student Privacy Pledge will hold school service providers accountable to:

- Not sell student information
 - Not behaviorally target advertising
 - Use data for authorized education purposes only
 - Not change privacy policies without notice and choice
 - Enforce strict limits on data retention
 - Support parental access to, and correction of errors in, their children's information •
- Provide comprehensive security standards
- Be transparent about collection and use of data.

There are NO ADS in Google Workspace.

GSuite Education services do not collect or use student data for advertising purposes or create advertising profiles.

B. FTPS Chromebook Handbook B. Student Data Retention and Access

Upon graduation students are encouraged to backup their files and data to their own personal accounts. The district will suspend student accounts upon graduation or departure from the district.

12. Appropriate Uses and Digital Citizenship – FTPS Digital Driver’s License

School-issued Chromebook should be used for educational purposes and students are to adhere to the Acceptable Use policy and all of its corresponding administrative procedures at all times.

To increase ownership, responsibility and digital safety, students in the 1:1 program will complete the online course. Directions will be provided on the FTPS – Instructional Technology Website.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software, or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

13. Administrative Audit

Upon request from district administration or the Board of Education, the technology department will provide a complete and unedited audit log of all administrative access, changes or monitoring of student accounts on the Google Apps for Education.

14. Cyber-Safety and Cyber-Ethics

In an effort to educate faculty, students and parents, the district will offer ongoing cyber-safety and cyber ethics curriculum. Staff will be offered Cyber-Safety we will be offering parent technology workshops and ongoing support to help facilitate this process.

Commonsense.org - <https://www.common sense media.org/>

The district incorporates information found in the Commonsense.org cyber-ethics and cyber-safety K-12 curriculum. Parents are strongly encouraged to review this very informative website for additional information.

These laws and policies assist in protecting our students online:

Child Internet Protection Act (CIPA) - <http://fcc.gov/cgb/consumerfacts/cipa.html>

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials, including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

Children's Online Privacy Protection Act (COPPA) - <http://www.ftc.gov/privacy/coppafaqs.shtm>

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

Family Educational Rights and Privacy Act (FERPA) - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential academic records (grades, student ID #, etc.) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

Chromebook Student/Parent User Agreement

By signing below, the student and his/her parent/guardian agree that they have read and understood the FTPS Acceptable Use Policy and FTPS Chromebook Handbook, that they agree to follow and be bound by the guidelines above as well as all other applicable District policies and procedures.

The student and his/her parent/guardian agree that the District owns the Chromebook, management software and peripherals and that if the student ceases to be enrolled in FTPS for any reason, the Chromebook and issued peripherals must be returned to the District in good working order or full replacement cost will be charged to the student and his/her parent/guardian.

Student Name: _____

Grade: _____

Student ID: _____

Serial Number of Chromebook: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Date: _____