



2022-23
NBAS Student
Mobile Device Handbook

Table of Contents

[Core Beliefs](#)

[General Policies & Procedures](#)

[Chrome Operating System](#)

[Chrome OS](#)

[Google Suite for Education](#)

[Collection & Distribution Information](#)

[Collection](#)

[Distribution](#)

[Chromebook Protection Plan Requirement for Grades 5-12](#)

[Grade 5-12 Repair & Deductible Fee Payments](#)

[Privacy, Security, & Filters](#)

[Network Monitoring & Privacy](#)

[Passwords](#)

[Staff Inspection](#)

[Operating System](#)

[Chromebook Care](#)

[General Precautions](#)

[Screen Care](#)

[Cases](#)

[Chromebook Use](#)

[Educational Use](#)

[Ownership](#)

[Charging the Device](#)

[Personalizing the Chromebook](#)

[Use Outside of School](#)

[Sound](#)

[Printing](#)

[Maintenance & Repair](#)

[Tech Support](#)

[Handbook Review](#)

[Appropriate Uses & Digital Citizenship](#)

[Digital Citizenship](#)

Core Beliefs

At North Branch Area Schools, it is our belief that technology will help to provide learners with a scalable and sustainable 21st Century learning environment that will have a positive impact on student achievement and literacy for all, while preparing students to be college, career and life ready. In accordance with this District vision, our instructional and support staff operate under the following Core Belief Statements:

When implemented with efficacy:

1. Student engagement and learning increase with the use of technology.
2. Technology supports differentiated instruction.
3. Technology supports the differentiation of learning.
4. Active participation and contributions to the learning process increase with the use of technology.
5. Project and inquiry-based learning experiences are enhanced with the use of technology.
6. Technology supports broader collaboration opportunities both locally and globally.
7. 21st Century communication requires fluency in the use of technology.
8. Teachers will be provided with professional development so that they can create and implement instructional and learning opportunities that apply best practices in teaching with the integration of technology.

General Policies & Procedures

1. The student Chromebook and charging cord issued to the student are property of North Branch Area Schools. This device is on loan to each individual student.
2. Students in grades 5 - 12 will be responsible to bring their Chromebook to school every day, charged and ready to use for learning activities in class.
3. Each Chromebook is assigned to an individual student for the duration of his/her time at North Branch Area Schools. Students should never “swap” or “share” the device with another student unless directed by a teacher in a classroom setting. Chromebooks should be in a student’s possession or secured in a designated classroom at all times.
4. Students are expected to keep Chromebooks in good condition. If a device is damaged, it is the expectation that the student brings in the device as soon as they know about the damage. If damage is noticed by tech staff when the device is brought in for a different reason, the District will determine the fix and deductible or cost of repair will be applied.
5. Students are expected to have their identification sticker on their device at all times. No other stickers on the device are permitted.

6. The school issued Chromebook must be used in accordance with all district technology, discipline, and acceptable use policies, as well as any applicable laws -- both at home and at school. [Link to NBAS student Technology Acceptable Use Policy](#).
7. Use of this Chromebook, as well as access to the network, the internet, and email is a privilege, not a right.
8. The Chromebook in the classroom and at home are for student academic purposes and should support education.
9. Students are prohibited from downloading or installing illegal music, movies or any other copyrighted material. Additionally, altering or modifying the original pre-set Chrome Operating System without district permission is prohibited and may result in loss of device privileges or other consequences.
10. Photos/Video - Inappropriate use of the camera will result in disciplinary action. The camera should be used for academic purposes (i.e. recording a presentation or peer edit) only at the discretion of the teacher and with permission of those on video/audio.
11. Student devices & accounts can be placed on restricted internet access at the discretion of the administration.
12. Students must comply with all requests to turn over their District Chromebook and equipment by teachers and administrators. Failure to do so could result in disciplinary action. The school reserves the right to periodically check devices for unauthorized materials.
13. Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member.
14. Removing any part of the device, attempting to repair damages on your own, or opening up the device to access internal components is not permitted.
15. Failure to comply with any policy or procedure outlined above or within this document may result in disciplinary action. North Branch Area Schools may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

Chrome Operating System

Chrome OS

The Chromebook Operating System (OS) updates itself automatically and is managed by the district.

Google Suite for Education

- Chromebooks seamlessly integrate with the G Suite for Education apps bundle. This suite includes Google Drive, Docs, Sheets, Slides, Drawings and Forms. Additionally, Google offers the ability to control other products within our domain.
 - The administration and technology staff reserve the right to determine which Google Apps, as well as third party apps and extensions, to allow students to add to their Chrome OS / user account. To see a list of approved Apps & Extensions, visit the district website.
 - Work done within the G Suite apps are stored via Google Drive in the cloud.
 - Student accounts are issued and maintained through North Branch Area Schools' Google Apps domain.
 - For more information about G Suite for Education, please visit: edu.google.com
-

Collection & Distribution Information

Collection

In the event of a student leaving North Branch Area Schools for any reason, the Chromebook and Chromebook case must be returned to the student's library prior to the last day of student attendance. All staff will be made aware of this requirement. Students who are long-term suspended or expelled from North Branch Area Schools will also be required to turn in their Chromebook. If the device is not returned in a timely fashion, administration will contact the student/parent.

All 5th-12th grade student Chromebooks will be re-collected at the end of the school year and re-distributed in the fall. Students will be given the same Chromebook back in the fall after maintenance and cleaning.

Distribution

Students will be issued their North Branch Chromebooks at the start of each school year. Links/resources for all steps listed below can be easily accessed at: [Chromebook Login Tutorial](#), [Chromebook Home WiFi Connection Instructions](#), and [NBAS Remote Learning Technology Support](#).

Before a student is issued a Chromebook for the first time the following must have taken place:

1. Students must have a Technology Acceptable Use Policy form on file or digitally signed by them and their parents in Skyward.

2. Students and parents must read and agree to all policies and procedures outlined in this document for care and use of the Chromebook, and complete the Form indicating acceptance/acknowledgement of this handbook.
3. **Parents/guardians will have two options for protection: a) paying a non-refundable annual Chromebook protection fee **OR** submit a one-time refundable protection fee (based upon Chromebook condition) to cover accidental damage to their device** (details below).

Chromebook Protection Plan Requirement for Grades 5-12

Chromebooks will be traveling home with the 5th-12th students each night during the school year. North Branch Area Schools requires parents of 5th-12th grade students to purchase Chromebook **protection** to cover accidental damage and theft of student devices.

There are two Chromebook protection options available:

OPTION 1: \$20 Annual Chromebook Protection Fee paid online via SchoolPay

- Parents/Guardians pay \$20 each year for each child (capped at \$60 per family/3 children).
- This option can be paid online. Login into SchoolPay; select protection option for your 5th-12th grade child/children; pay with your credit card.

OR

OPTION 2: \$200 One-Time Chromebook Protection Fee

- Parents/Guardians will pay a \$200 one-time refundable deposit and *may* receive this money back when the student graduates or leaves the district.
 - i. The \$200 deposit will be returned to the parent/guardian **when student graduates or leaves** the district per condition of the Chromebook; any damages beyond normal wear and tear will be deducted from the \$200 deposit. A fee will be assessed for damages in excess of \$200.
- Parents/Guardians are responsible for the **entire** cost of any damage and/or repairs to the device, including theft.
- If you would like this option, please message loginhelp@nbbronzos.net and you will be contacted by the district to make this one-time deposit.

Chromebook Protection Information

Regardless of which protection option is selected above, parents/guardians are responsible for the deductible as outlined in the chart below. In the event your child has damage to his/her Chromebook, you will contact loginhelp@nbbronzos.net for repair. An assessment for repairs will be made and **if** the Chromebook requires repair, a deductible payment shall be made **OR** the cost of repair (whichever is more cost effective) as shown in the chart below.

NBAS Protection Program Costs (Option 1 Only)

| Deductible Claim #1 | Deductible Claim #2 | Deductible Claim #3 or above | Theft |
|-------------------------------|-------------------------------|-------------------------------|---|
| \$10 max or cost of repair | \$40 max or cost of repair | \$60 max or cost of repair | Police report required; potential replacement costs |

Deductible claims reset every year for students.

North Branch Area Schools is the sole provider of the protection plans. Under this agreement, the Chromebooks are protected against accidental damage. North Branch Area Schools requires a police report be submitted in cases of theft. A student making a false report will be subject to disciplinary action as outlined by the North Branch Area Schools Student Handbook.

This policy **does not** cover for loss of the Chromebook and/or accessories, cosmetic damage, or damages caused by intentional misuse or malicious destruction. North Branch Area Schools 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 the full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.

Grade 5-12 Repair & Deductible Fee Payments

The District will regularly run reports of fees owed by students for deductible claims and repair/replacement costs. Students and parents will be notified upon assignment of fee, and the District reserves the right to withhold privileges (i.e. tickets to student events, participation in graduation proceedings, yearbook distribution, field trips, etc.) if fees remain unpaid. Fees will be able to be paid in SchoolPay. **Deductible claims reset every year for students.**

Privacy, Security, & Filters

Network Monitoring & Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, 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 Chromebooks at any time for any reason. By using a Chromebook, students agree to such access, monitoring and recording of their use. **Student internet access will be filtered via our district's web filter, both on campus when connected to school WiFi as well as when at home. Any student that attempts to circumvent the built in filter will face disciplinary action in accordance with the Technology Acceptable Use Policy and Student Handbook.**

Passwords

Passwords are provided by North Branch Area Schools. Do not share passwords with anyone, ever. All password issues are handled through the North Branch Area Schools Technology Department. If a password needs to be reset, the student should submit a request to loginhelp@nbbronzos.net.

Staff Inspection

Students could potentially have their device 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 contained on the device.

Operating System

As stated, Chrome OS updates itself automatically and is managed by the District. Students should never change or tamper with the settings or operating system. Students found to be changing settings inappropriately or resetting the established district settings by wiping the device will face disciplinary consequences up to loss of device privileges.

Chromebook Care

Students are expected to treat their Chromebook with care and respect and never leave it in an unsecured location. Placing non-school-issued stickers, writing or drawing on, engraving or otherwise defacing the Chromebook, charger or case is not allowed and may result in disciplinary action and/or fees for damage. Students may not interfere with the serial number and other identification tags.

General Precautions

- Students should always keep their Chromebook secured when unattended.
- When transporting between buildings, the Chromebook should be stored in a backpack or case.
- No food or drink should be consumed or open near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects (e.g., textbooks) should never be placed on top of a Chromebook, including inside backpacks.
- Don't lean on or use a Chromebook as a writing surface.
- Never leave your device in extreme temperatures, direct sunlight, or in a vehicle overnight.
- Always bring your Chromebook to room temperature prior to turning it on.

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.
- Make sure there is nothing on the keyboard before closing the lid (i.e. pens, pencils).

Cases

Cases will be provided to 5th-12th grade students by the District. Students must transport their Chromebook to and from school and to/from each class in the provided case. Cases may not be vandalized or augmented from the original state (i.e. must remain free of any patches, stickers, paint, ink). Damage to cases does not fall under the Chromebook protection.

Replacement cost of the case is \$15.

Chromebook Use

Educational Use

School issued Chromebooks should be used for educational purposes and students are to adhere to the Technology Acceptable Use Policy at all times.

Ownership

Chromebooks are issued to individual students for educational purposes and should be used only by the student to whom it is issued. The Chromebooks are property of North Branch Area Schools, not the student to whom it is issued.

Charging the Device

5th -12 th grade Students are expected to bring a fully charged Chromebook to school every day. Disciplinary action may result from failure to bring a fully charged Chromebook to school on a frequent basis.

Personalizing the Chromebook

Chromebooks must remain free of any writing, drawing, stickers, paint, tape, adhesives and labels.

Students may add appropriate music, photos and videos to their Chromebook via their Google Drive. Personalized media is subject to inspection and must follow the North Branch Area Schools' Acceptable Use Policy, as well as all applicable laws.

Use Outside of School

Students are encouraged to use their Chromebooks at home and other WiFi enabled locations for educational purposes. While the Chromebook has offline capability for editing and creating documents, a WiFi connection to the internet will be necessary to fully take advantage of the Chromebook. Students are required to abide by the Technology Acceptable Use Policy, Student Handbooks as well as local, state, and federal laws. Internet access on these Chromebooks will be filtered back through our system even when off campus and monitored accordingly.

Sound

Unless permission is given by the teacher, sound should be muted on student devices during class. Students may use personal earbuds/headphones at the discretion of the teachers.

Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Printing from the Chromebook by students is discouraged. Students may print their work from a library or lab computer when necessary.

The District motto for the alternative to printing is “publish, post, and share.”

Maintenance & Repair

Tech Support

Our commitment is that all students will have a working device all day in their academic classes. For first level support with any Chromebook issue (i.e. minor repair, device not working, battery not charged), students should contact loginhelp@nbbronzos.net. The Technology Department will determine whether the repair is covered under protection agreement or will go against the deductible from the Chromebook Protection policy, or be subtracted from the one-time deposit plan.

Handbook Review

This handbook will be reviewed annually to ensure policies are up-to-date and relevant for our 1:1 initiative. The District reserves the right to make annual changes to this handbook as needed.

Appropriate Uses & Digital Citizenship

Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
 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. 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 other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
 4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
 5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use 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 use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.
-