**FD Moon Academy**

 2017-2018

 Chromebook Handbook

Oklahoma City Public Schools

Oklahoma City, OK

http://www.okcps.org

**Table of Contents**

**1. Taking Care of the Chromebook**

General Precautions................................................................................................................................3 Carrying Chromebooks............................................................................................................................3 Screen Care.............................................................................................................................................3

**2. Using the Chromebook at School**

Chromebook Themes and Screensavers.................................................................................................4 Sound .....................................................................................................................................................4 Printing....................................................................................................................................................4 Deleting Files...........................................................................................................................................4 Music and Programs................................................................................................................................5 Games and Obscene Material ................................................................................................................5

**3. Managing Your Files, and Saving Your Work**

Saving to Google Drive………………………………….........................................................................................5

**4. Student Acceptable Use of School Electronic Resources**

Acceptable Use........................................................................................................................................5

**5. Student Pledge for Chromebook Use**...........................................................................................................6-7

**FD Moon Academy**

**Chromebook Handbook 2017-2018**

The policies and information within this document apply to all Chromebooks used at FD Moon Academy, including any other device considered by the Principal to come under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

***1. Taking Care of the Chromebook***

Students are responsible at all times for the care and respect of the Chromebooks in the classroom. Chromebooks that are broken or fail to work properly must be reported to the classroom teacher, who will then inform the Site Coordinator for further investigation and repairs.

**1.1 General Precautions**

1. No food or drink is allowed next to your Chromebook while it is in use.

2. Cords, cables and removable storage devices must be inserted carefully into the Chromebook.

3. Students should never carry their Chromebooks while the screen is open.

4. Chromebooks must never be left in any unsupervised area.

5. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Oklahoma City Public Schools.

6. Chromebooks are to be handled with delicacy and care ***at all times***.

**1.2 Carrying Chromebooks**

Students must carry their Chromebook to and from any place they are wanting to use them with the screen closed and carry with two hands. Students are ONLY allowed to carry a Chromebook if they have been directly authorized by their teacher or administrator.

**1.3 Screen Care**

The Chromebook 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 Chromebook when it is closed.

• Do not place anything on top or near the Chromebook that could put pressure on the screen.

• Do not place anything on the keyboard before closing the lid (e.g., pens pencils….)

• Clean the screen with a soft, dry cloth, or anti-static cloth. Never spray anything directly on the Chromebook or the cloth that is used to clean the Chromebook.

***2. Using Your Chromebook at School***

Chromebooks are intended for use at school each day. Teachers will utilize Chromebooks to administer benchmarks, use reading and math programs for individuals, and supplement group work (research, etc.). In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

**2.1 Permission to Use**

A student will ***never*** touch or use a Chromebook without specific permission from the classroom teacher. Failure to follow this policy will cause the student to be liable for any damage during the unauthorized time of use and further disciplinary action.

**2.2 Chromebook Themes and Screensavers**

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

2. Passwords on screensavers are not to be used or set up.

**2.3 Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be utilized with specific permission of the teacher.

**2.4 Printing**

Students will not be able to print materials at school unless otherwise instructed by the classroom teacher or administrator. Students who want to print on a home printer will need to save to an external location (e.g., flash drive, cloud…) which can be accessed by a desktop computer to be printed. Documents are also available on the student’s Google Drive account for access on any device with internet access.

**2.5 Deleting Files**

Do not delete any files that you did not create. Deletion of certain files can affect your Chromebook’s performance.

**2.6 Music and Programs**

Music is not allowed to be played on the Chromebook during school hours without permission from the teacher. Students must use headphones to listen to music when permission is granted from the teacher.

**2.7 Games and Obscene Material**

Games are not allowed to be played on the Chromebook during school hours unless the game is educational in nature and permission is granted by the teacher. Disciplinary action for playing nonacademic games in the classroom will be handled according to the policy stated in the FD Moon Academy Handbook and in alignment with the district Discipline Plan. Violent games and computer images containing obscene or pornographic material are strictly prohibited at any time and will result in disciplinary action.

***3. Managing Your Files, and Saving Your Work***

Students may only log-in under their assigned username. Students may not share their password with other students.

**3.1 Saving to Google Drive**

Students will be logging onto our network. Students will have a State user account and Google Drive account with ample space to back up any school-related work.

The Chromebook will be setup with Google Drive accessed through Google Chrome which students should save their work. When a student adds a document to Google Drive, he/she will have access to the files anywhere there is an Internet connection.

It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

***4. Student Acceptable Use of School Electronic Resources***

**4.1 Acceptable Use**

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of school electronic resources. If an FD Moon Academy user violates any of these provisions, his or her current access will be terminated, limited and/or future access may be denied.

**Terms and Conditions**

• No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school devices.

• No work outside of menus, this includes exiting into DOS.

• No physical tampering or destruction of school equipment or intellectual property.

• Students are prohibited from using other student’s accounts (computer, email, etc.) Students must keep their passwords private. Students are responsible for all data in their accounts.

• School Administrators may periodically inspect student data unannounced and at random.

• Names of students on computer suspension will be emailed to appropriate school authorities.

• School equipment and electronic resources, are to be used for educational purposes only.

• Failure to comply with any stated policy will result in privileges being revoked.

**Student Agreement:** I understand and will abide by Oklahoma City Public School’s Student Acceptable Use of School Resources. I further understand that any violation of this policy may result in the loss of my school resource privileges, and that school disciplinary action may be taken. I promise to make no attempt to access inappropriate material. Should I encounter embarrassing, obscene, or lewd material, I will not display it to any other student. The signature on my school registration form indicates that I have read the Oklahoma City Public School’s Acceptable Use Policy, understand its significance and agree to comply fully with all of its terms and conditions. I understand that my use of school resources is subject to monitoring by Oklahoma City Public Schools Officials.

Teachers may require any student to sign this Student Use Policy every school year indicating that they agree to the Student Acceptable Use Policy of School Electronic Resources.

Additional Information: In the event of fire, theft, or vandalism, students or parents must file a police or fire report and bring a copy of the report to the principal’s office before a Chromebook can be repaired or replaced

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

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

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_