



**Niskayuna** CENTRAL SCHOOL DISTRICT

NISKAYUNA HIGH SCHOOL  
1626 BALLTOWN ROAD  
NISKAYUNA, NY 12309

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# CHROMEBOOK

**1:1**

# HANDBOOK

# AND

# LOAN AGREEMENT

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A Guide to Taking Care Of and Using Your NCSD Chromebook

## **1. Receiving Your Chromebook & Over the Summer**

### **1.1 Receiving your Chromebook**

Parents and students must sign and return the Chromebook Loan Agreement before the Chromebook can be issued. Chromebooks will be distributed to students during the first week of school.

If a student enters the NCSD after the start of the school year, he or she will be given this Handbook and Chromebook Loan Agreement upon registering the student. If a student transfers out of the district at any time, they will be required to return the Chromebook and components before records will be released to their new school district.

### **1.2 Over the Summer**

Chromebooks should be kept by students for use in academic endeavors over the summer. If a parent would prefer that the Chromebook be stored at school for the summer, they must notify the building principal, who will make arrangements for it to be secured on the last day of the school year.

## **2. Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Students who have a Chromebook that is broken or not working properly must notify his or her teacher(s) immediately, and their device will be delivered to the Technology Department for an evaluation.

The guidelines below should be followed:

- Prevent damage by carefully inserting cords and cables into the Chromebook
- Chromebooks may be decorated by students, but any decorations must be school-appropriate and not interfere with operation or service of the device.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day. Chromebooks should be plugged in each night prior to bedtime to allow for a full charge in the morning.

### **2.1 Carrying Chromebooks**

The protective cases provided with the Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device to school.

The guidelines below should be followed:

- Chromebooks should always be carried within the NCSD-provided protective case.

- When carrying the Chromebook in another case/backpack, take caution when also carrying other items (notebooks, books, lunch box, etc.) to avoid putting too much pressure and weight on the Chromebook screen. The screen is delicate and can crack easily.
- Use caution when placing Chromebooks into bags, to ensure that writing utensils, earbuds, etc., do not slip between the screen and keyboard.

## **2.2 Screen Care**

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

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything on the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the screen.
- Clean the screen with microfiber, anti-static or other soft, dry cloth (no cleansers).
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

## **2.3 Chromebook Identification**

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

- Record of serial number
- NCS D label with student name

## **2.4 Storing Your Chromebook**

When students are not using their Chromebooks, they should be stored in their LOCKED lockers. Nothing should be placed on top of the Chromebook when it is being stored in the locker. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a vehicle due to temperature changes. If a student needs a secure place to store their Chromebook, they may check it in for storage with their teacher or the middle school main office.

## **2.5 Chromebooks Left in Unsupervised Areas**

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the lunchroom, computer labs, locker rooms, unlocked classrooms and hallways.

Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office.

### **3. Using Your Chromebook at School**

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed 24/7 using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

#### **3.1 Chromebooks Left at Home**

If a student leaves their Chromebook at home, loaner devices may be issued to students for the course of the school day.

#### **3.2 Chromebook Undergoing Repair**

Loaner devices (Chromebook or other device) may be issued to students when they leave their Chromebooks for repair with the Technology Department.

#### **3.3 Charging Your Chromebook's Battery**

Chromebooks must be brought to school each day in fully-charged condition. Students are responsible for charging their Chromebooks each evening.

#### **3.4 Screensavers/Background Photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures, etc., will result in disciplinary actions.
- Passwords should not be displayed in screensavers or background photos.

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

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Installation of software or apps must be district approved.
- Accessing music, games, or other content is subject to district filtering and must be in school-appropriate

#### **3.6 Home Internet Access**

Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook and the correct apps (not provided by the district).

Student use of the Chromebook will be subject to the NCSD Internet filtering software even when accessing materials on a home connection. The filtering software will ONLY affect NCSD-registered devices and is in line with the NCSD Acceptable Use Policy.

## **4. Managing Your Files & Saving Your Work**

### **4.1 Saving to the Chromebook/Workspace/Shared Drive**

Students will save and access their work in their Google Drive. If there is a malfunction, the student should have an immediate conversation with their teacher(s) to come up with an alternate plan to complete assignment(s).

## **5. Software on Chromebooks**

### **5.1 Additional Software**

Students are only allowed to load approved extensions and apps on their Chromebooks. NCSd will synchronize the Chromebooks so that they contain the extensions and apps required for schoolwork.

## **6. Privacy**

### **6.1 Privacy**

Students may expect privacy from other students with respect to their assigned Chromebook. However, as per the Niskayuna Student Code of Conduct:

*"... under the law, items that are school property, such as lockers, desks, computers, and other technological equipment, are subject to searches by school authorities, at any time. School authorities may also search students and/or their belongings where reasonable suspicion of a violation of the Code of Conduct or a violation of the law exists. Searches shall be conducted by an administrator in the presence of another district employee. ... In all cases, the student and parent shall be informed as to the reason for the search."*

# Loan Agreement

## Niskayuna Central School District

One Chromebook, charger and case are being loaned to the student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

- This equipment is, and at all times remains, the property of Niskayuna Central School District and is herewith loaned to the student for educational purposes. The Chromebook does have identification on it indicating that it is the property of Niskayuna Central School District. This identification should not be altered, removed or modified in any way.
- Inappropriate use of the machine will result in disciplinary action.
- The equipment will be returned when requested by Niskayuna Central School District, or if the student withdraws from Niskayuna Central School District prior to the end of the school year.
- The district property may be used by the student only for non-commercial purposes, in accordance with the district's policies and rules, the Student Code of Conduct, as well as local, state and federal statutes.
- Students may not install or use any software other than software owned or approved by the district and made available to the student in accordance with this receipt and agreement.
- The student may not make any attempt to add, delete access or modify other user accounts on the Chromebook or on any school owned computer.
- The student acknowledges and agrees that the student's use of the district property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges that it is his or her responsibility to protect and safeguard the property.

The Niskayuna Central School District will assume responsibility for all accidental damage or loss of the Chromebook. If the building principal determines negligence was the cause of the damage or loss, the family may be asked to reimburse the district for the replacement cost of the device.

In the event of loss or theft, it is very important to notify school personnel immediately. The school district will treat a lost Chromebook as stolen.

## **Parent Responsibilities**

Your son/daughter has been issued a Chromebook to personalize his or her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient and ethical operation of this computer:

- I will supervise my child's use of the Chromebook at home.
- I will discuss our expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report any problems with the Chromebook to the school.
- I will not load or delete any software from the Chromebook.
- I will make sure my child recharges the Chromebook battery nightly.
- I will make sure my child brings the Chromebook to school every day.
- I will make sure my child uses a protective bag, either the one provided by the school district or a suitable alternative, to transport the Chromebook to and from school.
- I agree to return the Chromebook to school when requested and upon my child's withdrawal from Niskayuna Central School District.

## **Student Responsibilities**

Your Chromebook is an essential learning tool and is to be used for educational purposes only. In order to take ownership of Chromebook, you must accept the following responsibilities:

- When using the Chromebook at home, at school and anywhere else I may take it, I will follow the policies of the Niskayuna Central School District, especially the Student Code of Conduct, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the Chromebook.
- I will not use my Chromebook with personal email accounts
- I will not remove programs or files from the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to school everyday.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the Chromebook.
- I will recharge the Chromebook battery each night.
- I will return the Chromebook when requested and upon my withdrawal from Niskayuna Central School District.
- I will keep the Chromebook in its protective case at all times.

## Website & Social Media Guidelines

***Think before you act because your virtual actions are real and permanent!***

Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, future colleges or employers to see. Please read this together and initial that you understand.

Student Initial	Digital Citizenship Guidelines	Parent Initial
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future colleges or employers to see.	
	Follow the school Code of Conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates and pictures. Do not share your password with anyone.	
	Be sure to read and review any websites to ensure all information is appropriate for a school setting.	
	Do your own work. Do not use other people's intellectual property without permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization and punctuation.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	

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STUDENT NAME

\_\_\_\_\_  
PARENT NAME

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
MIDDLE SCHOOL

**Please return this form to:**  
**Niskayuna Central School District**  
**Office of Instruction**  
**1239 Van Antwerp Road**  
**Niskayuna, NY 12309**