

Drive32 Electronic Device Manual



Drive32



Chromebooks

Information and User Guide

The technology vision for Blackduck#32 (Drive32) is to prepare students for the world of tomorrow. Through technology, Blackduck will open the doors of opportunity for students to create, collaborate, communicate, and think critically in order to establish and achieve their personal goals.

Engagement & Interactivity

Student engagement is elevated when learning is customized through the use of technology in the classroom. Engaging students in a digital learning experience allows them to see and interact with content in a variety of ways. Research suggests that when technology is integrated into instruction students not only learn technology skills, but develop content knowledge and processing skills to prepare for tomorrow's world.

Collaboration, Communication, and Shared Learning

Digital communication tools are very much a part of the world that students live in. Educationally, these tools can be highly beneficial in capturing new ways of processing and engaging in our work. Digital communication tools such as documents in the cloud, email, wikis, blogs, and learning management systems allow students to collaborate with each other, their classroom, and the world electronically. Classroom tools such as these extend student learning and allow discussion to occur outside of school and class time. These digital interactions give students an opportunity to ask questions and answer questions, problem-solve, think critically, and use interactions with peers to gain a deeper understanding of subject matter. Technology transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with electronic devices integrates technology into the curriculum, providing students with valuable learning opportunities that otherwise would not be accessible.

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Disclosure

The policies, procedures and information within this document apply to all Chromebooks, MacBooks, iMacs, PCs and iPads used within the Blackduck Public School System, as well as any other device considered by the Administration to come under this documentation. Teachers may set additional requirements for use in their classroom.

Receiving your Device

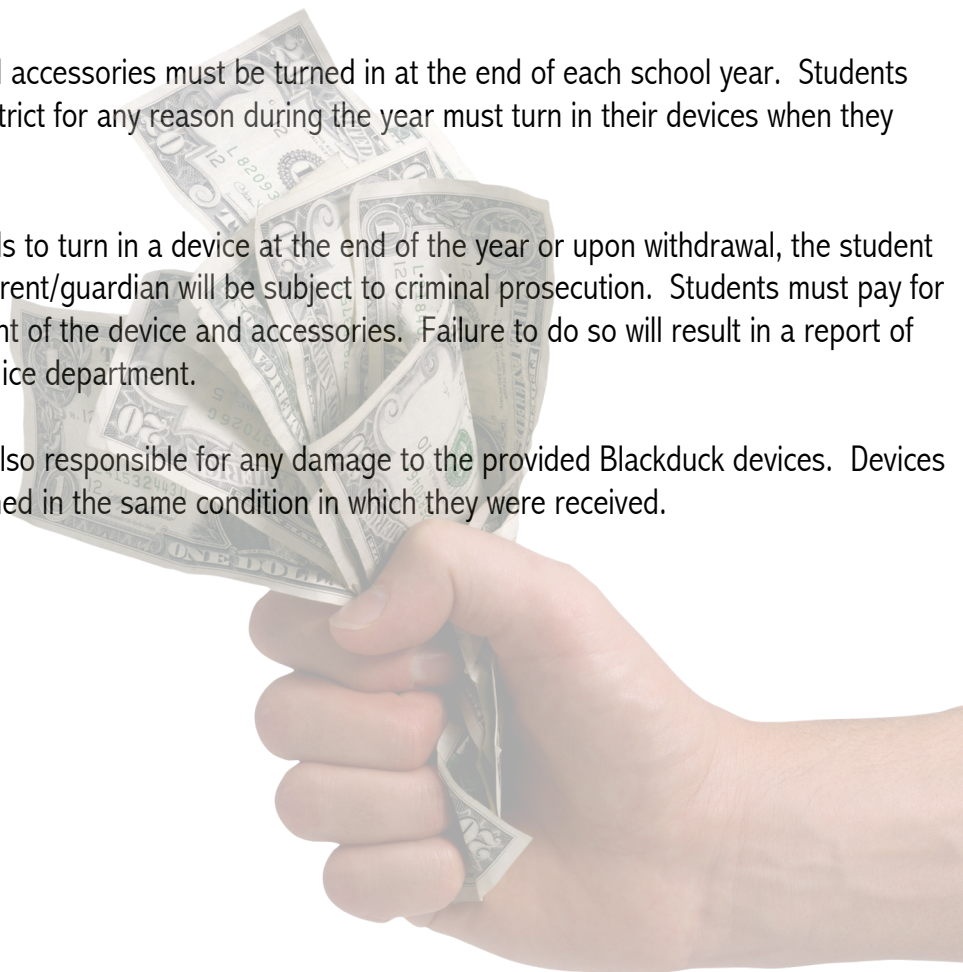
Blackduck devices are distributed once this manual has been reviewed by parents and students. This manual is available electronically on the district website and physically in the High School, Elementary, and District offices.

Fines and Fees

All devices and accessories must be turned in at the end of each school year. Students leaving the district for any reason during the year must turn in their devices when they leave.

If a student fails to turn in a device at the end of the year or upon withdrawal, the student and his/her parent/guardian will be subject to criminal prosecution. Students must pay for the replacement of the device and accessories. Failure to do so will result in a report of theft to the police department.

Students are also responsible for any damage to the provided Blackduck devices. Devices must be returned in the same condition in which they were received.



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Taking Care of Your Device

Students are responsible for the general care of the school provided device. Devices that are broken or fail to work properly must be reported the technology team for service as soon as possible here > <http://bit.ly/2ayf2bZ>

3.1 General Precautions

- The devices issued are school property and all users will follow the Acceptable Use Policy for the technology within the Blackduck Public School System.
- Only use a clean, soft cloth to clean the screen. No cleansers of any type (i.e. no Clorox Wipes).
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing or drawing. Approved stickers will be allowed, but the device must be returned without any traces of stickers at the end of the school year.
- Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Devices must never be left in a location susceptible to extreme cold or hot weather.
- Students are responsible for keeping their device's battery charged for school each day

3.2 Carrying Devices

- The protective bag, if provided, have sufficient padding to protect the devices from normal treatment and provide a suitable means for carrying the device within the school.
- Devices should always be transported within the protective bag if provided.

3.3 Care

- The keyboard and exterior can be wiped with a clean, damp (not saturated) cloth as needed.
- Do not lean on the top of the device when/if it is closed.
- Do not overextend the hinge by opening the device too far.
- Do not place anything (papers, pencils, etc.) inside the device before closing.
- Do not place anything on/near the device that could cause undo pressure (keep this in mind if placing your device in your backpack)
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the device against lockers, walls, car, etc.

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Using the Device at School

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

4.1 Device Left at Home

If students leave their device at home, they are responsible for getting the coursework completed as if they had their device present.

4.2 Device Undergoing Repair

Loaner devices may be issued to students when they leave their device for repair. There may be a delay in getting a device should the school not have enough to loan.

4.3 Charging Your Device's Battery

Devices must be brought to school each day adequately charged to work throughout the school day. Students need to charge their device each evening by plugging them into an electrical wall outlet.

4.4 Screen Savers/Backgrounds

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 will result in disciplinary actions.

4.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.6 Home Internet Access

Students are allowed to set up wireless networks on their device. This will assist them with device use while at home. However, the District Acceptable Use Policy must be followed while at home, using a district-owned device.



Managing Your Files & Saving Your Work

5.1 Saving to Drive/Submitting Work

Cloud-Based Services: Students may have the option to utilize any number of free cloud-based options such as iCloud, Dropbox, etc. The district will allow the use of such services by students on their device, but the District cannot be held responsible for the support of these personal, non-district provided services or the data that the students may store on these services. The district-provided Drive account is supported through Google Apps For Education (G.A.F.E.).

5.2. Network Connectivity

The Blackduck Public School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.



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Google Chrome and MacBook Applications



6.1 Originally Installed Software

The software/apps originally installed or pushed out by Blackduck Administration or Technology Team must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of the devices will be made to ensure students have not removed required apps.

6.2 Additional Software

All District-provided apps will be distributed through a secure distribution app that will act as a bridge between the Devices and the Google Web Store. Students will be able to download and provision apps in this manner directly onto their Devices or Chrome Account. Students are not permitted to connect their Devices to any computers, and/or synchronize their Devices to any personal accounts for any purpose with the exception of those students who are provided permission to manage their device with their own Apple ID or Gmail account.

6.3 Circumventing of Managed Settings

All student Devices are provisioned by the Technology department for the purposes of initializing and managing all Devices in a secure and organized fashion. Any attempts by students to circumvent any district management settings through software restoration or jailbreaking will result in the confiscation of the Device and disciplinary action.

6.4 Inspection

Students may be selected at random, at any time, to provide their Device for inspection



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Acceptable Use

The use of Blackduck Public Schools technology resources is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferrable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in Blackduck Public Schools. 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 document, as well as the District Acceptable Use Policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Blackduck Public Schools' Student Discipline policy shall be applied to all student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

7.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Please see attached detailed Parent/Guardian Responsibilities

7.2 School Responsibilities are to:

- Provide Internet and email access to its students.
- Provide Internet blocking of inappropriate materials as able. (Parents should also set internet controls at home).
- Provide network data storage areas. These will be treated similar to school lockers. Blackduck Schools reserves the right to review, monitor, and restrict information stored on or transmitted via school district-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.

7.3 Student Responsibilities are to:

- Use Devices in a responsible and ethical manner.
- Obey general school expectations concerning behavior and communication that applies to Device use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Blackduck Public Schools' designated Internet system is at your own risk. Blackduck Public Schools specifically denies any responsibilities for the accuracy or quality of information obtained through its services.
- Help Blackduck Public Schools protect our computer/device by contacting an administrator about any security problems they may encounter.
- Turn off and secure their Device after they are done working to protect their work and information.
- If a student should receive email or come across content containing inappropriate or abusive language, he/ she will make their teacher (at school) or parent/guardian (at home) aware immediately.
- Return their Device to the media center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school Device on the date of termination.

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7.3 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Internet/computer games during instructional time.
- External attachments without prior approval from the administration with the exception of USB storage devices.
- Changing of Device settings (exceptions include personal settings such as font size, brightness, etc.)
- Restoring or jailbreaking Devices.
- Downloading unauthorized apps.
- Spamming (sending mass or inappropriate emails).
- Gaining access to other students' accounts, files, and/or data.
- Exchanging Device and/or switching Device identification labels to conceal fault of damage.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- 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.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing Blackduck Public Schools' filter through a web proxy.

7.4 Device Care

Students will be held responsible for maintaining their individual Device and keeping it in good working order.

- Device batteries must be charged and ready for school each day.
- Only labels or stickers approved by Blackduck Public School District may be applied to the Device.
- Chromebook bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Devices that malfunction or are damaged must be reported to the Technology Team here > <http://bit.ly/2ayf2bZ> .The school district will be responsible for repairing Devices that malfunction. Devices that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student/family. Students will be responsible for the entire cost of repairs to Devices that are damaged intentionally.
- Device damage: Students are responsible for any and all damage.
- Devices that are stolen must be reported immediately to the Principal's Office and the Police Department.

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7.5 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 Blackduck Public Schools Code of Conduct. Give credit to all sources used, whether quotes 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 Acceptable Use Policy and Code of Student Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

Protecting and Storing Your Device

8.1 Device Identification

Student Devices can be identified in the following ways:

- Record of serial number
- Enrollment of Devices through G.A.F.E.



8.2 Storing Your Device

When students are not using their Devices, they should be stored in their locked lockers or cart. Nothing should be placed on top of the Devices, when stored in the locker. Students in grades 7-12 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 student's vehicle at school or at home. If a student needs a secure place to store their Device, they may check it in for storage with the main office.

8.3 Devices Left in Unsupervised Area

Under no circumstances should Devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, media center, unlocked classrooms, gymnasiums, auditorium, and hallways. Any Device left in these areas is in danger of being stolen. If a Device is found in an unsupervised area, it will be taken to the main office.

8.4. Bring Your Own Device

At this time we require students to use only school-issued Devices due to app licensing and the instructional materials that will be loaded on the devices for classroom learning. In the future, we may explore opportunities for student/family owned devices to be used.



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Parent Guide

Digital safety is of the utmost importance. Intentional, frequent discussions with your child of any age are necessary and allow you to be proactive in protecting your child and further educating him/her. Experts warn that children are most vulnerable to online dangers while at home. Please note the following suggestions as they might be of assistance in further educating your child about appropriate use of technology including the Chromebook and home Internet use.

In alignment with the Blackduck Schools Acceptable Use Policy for Technology, beyond school, parents must take responsibility for the use of technology and the Internet. As a parent, you are responsible for monitoring your child's use of District-provided educational technology including District-issued email and cloud accounts as well as the Internet. This includes Internet use at home or any other location outside of school.

Filter Access

Filtering software is not built in to the Device. Blackduck does route the student account through the district filter called Securly. While this system is good, it is not perfect. Many potential dangers are filtered and blocked on the school's wireless network. Children often have complete, unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring.

Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Understand that your child's use of many technologies (such as computers, iPods, video game systems, and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

Monitor & Limit Screen Time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments prior to engaging in other Internet activities. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

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Put the Device to Bed, But Not in the Bedroom

Parenting experts suggest parking all technology devices, from cell phones to Chromebooks, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your child to sleep with the Chromebook. Remember to model appropriate use and balance of technology in your own life as well.

Family Media Use Agreements

The following link will take you to some useful Family Media Agreements provided by [Common Sense Media](https://www.commonsensemedia.org/).
<https://www.commonsensemedia.org/>

Here are some additional things to review with your child:

- Anything they do or post online creates a digital record, often called a "Digital Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted elsewhere.
- A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Set up some sort of test question to frequently ask your child, such as "Would Grandma approve?"
- "Friends" aren't always who they say they are. Encourage your child to only be friends online with friends they know in person. Never give access to personal information to people met online.
- Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your child how easy it is for someone to find you based on what you post online.
- Regularly check your child's privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your teen's photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.
- Cyberbullying (threatening or harassing another individual through technology) is a growing concern for today's youth. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Talk with your child about not partaking in this behavior and encourage her/him to report incidents of cyberbullying to an adult.

More helpful websites with Internet safety tips for parents:

Common Sense Media www.CommonSenseMedia.org

Net Cetera: Chatting with Kids About Being Online Federal Trade Commission (FTC) guide

<http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec04.pdf>

Acknowledgement & Additional Information Sources:

This guide was modified with permission from Farmington Area Public Schools
Parent Guide Courtesy of Minnetonka Public Schools, and the Thief River Falls School District

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Blackduck Public Schools – Student/Parent Pledge for Device Use

Parent

1. I agree to monitor my student's Internet usage outside of school.

Student/Parent

2. I will never leave my Device unattended.
3. I will never loan out my Device to other individuals.
4. I will know where my Device is at all times.
5. I will bring my ChromeBook to school each day, adequately charged or return my Device to the class cart and plug it in.
7. I will keep food and beverages away from my Device since they may cause damage to the device.
8. I will not disassemble any part of my Device or attempt any repairs.
9. I will protect my Device by always transporting it while in the bag if provided.
10. I will use my Device in ways that are appropriate and meet all Blackduck Public School District expectations.
11. I will not deface the serial number sticker on any Device.
12. I understand that my Device is subject to inspection at any time without notice and remains the property of the Blackduck Public School District.
13. I will follow the policies and procedures outlined in the Drive32 Manual and the District Acceptable Use Policies.
14. I will file a police report in case of theft, vandalism, and other acts.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the District Device, bag, and power cord in good working condition to my school, no later than the last day of the current school year.

I agree to the stipulations set forth in the above documents including the Drive32 Manual, the Acceptable Use Policy, and the Student Pledge for Device Use. Individual school Devices and accessories must be returned to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school Chromebook on the date of termination.

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Blackduck Public Schools Policy 524-A (Acceptable Use Form) 1:1 Program Policies & Device Manual and Parent Agreement

The use of the Blackduck School system and access to use of internet is a privilege, not a right. We believe Technology is a valuable resource for our students, faculty, and community in Blackduck. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District's Bullying Prohibition Policy (#524), Internet Acceptable Use Policy (#524), or the guidelines stated in the Drive32 Device Manual for the care and use of the district issued Device (Chromebook, Macbook, iPad, etc.) may result in the loss of privilege to take the Device home or use the Device in general.

The Device is the property of Blackduck Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on the Device.

I have read all the policies and guidelines in the Blackduck Public Schools Drive32 Device document and understand my responsibilities as a student in the Drive32 program:

Student Name: _____

Student Signature: _____

Grade: _____ Date: _____

I/we have read all the policies and guidelines in the Blackduck Public Schools Drive32 Device document and understand my responsibilities as a student in the Drive32 program:

I/we grant my child permission to have access to the Internet using the District's technology resources. I also understand that some material accessible through the Internet may be inappropriate for school-aged children. I agree to defend, indemnify and hold harmless the District from any and all claims arising out of or related to the usage of the District's technology resources, including access to the Internet. I further understand that I have the right to withdraw my approval at any time.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Grade: _____ Date: _____