



Segue Institute for Learning

Where ALL Students are "AT PROMISE"

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Segue Institute for Learning Chromebook 1:1 Program, Policy, Procedures, and Other Information

The Segue Institute for Learning 1:1 program provides a Chromebook device to each student so that they have the necessary tools and resources to achieve excellence in education. Having access to technology is essential to build upon college and career readiness skills.

The policies, procedures, and information within this document apply to all Chromebooks and other technology devices used at the Segue Institute for Learning.

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1. General Information

1.1 Receiving Your Chromebook

- Chromebooks will be assigned the first two weeks of a school year.
- Parents & students must sign and return the Student and Parent Pledge documents before the Chromebook can be assigned to their scholar.
- Students must acquire and bring to school a Chromebook case within two weeks after receiving the device. The Chromebook must be inside the case at all times except when in use.
- The Segue Institute for Learning will provide a Chromebook case for Chrome tablets (grades K and 1st only). All Chromebook rules apply for these cases as well.
- Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school technology office for an evaluation of the equipment.

1.2 End of Year Check-in

- Chromebooks will be assessed prior to the end of the school year so that they can be checked for serviceability and stored for the summer. If a student transfers out of the Segue Institute for Learning during the school year, the Chromebook and any other peripheral devices/tools provided will be assessed at that time.

1.3 Damaged or Lost Chromebooks

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must notify a teacher, administrator or Tech department immediately. This includes any physical damage, malfunction or any other issue.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.
- When a repair is possible, the student and their guardians will be charged for the damaged parts and repair labor. When a repair is not possible the student and their guardians will be charged for the full cost of replacing the device with a new one of

the same or similar model.

- After two incidents of accidental damage the student may lose the privilege of being in the Chromebook 1:1 program and may be limited in their use of the device. This may also result in disciplinary action.
- After any incident of intentional damage, the student may lose the privilege of being in the Chromebook 1:1 program or may be limited in their use of the device. The student and their guardians will be charged for the full cost of replacing the device with a new one of the same or similar model. This may also result in disciplinary action.
- If a Chromebook is lost, the student must report it to a Segue staff member immediately. After three days, an invoice for the full cost of the Chromebook will be issued to the student and their guardians. If the Chromebook is found later in the school year and it is in good condition, then the invoice will be canceled or a refund will be issued if already paid.
- All reports will be investigated and addressed on a case by case basis.

2. Taking Care of Your Chromebook

2.1 General Precautions

- The Chromebook is school property and therefore all users must follow this policy.
- Only use a clean, dry soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and their cases must remain free of any writing, drawings, stickers, or labels that are not the property of the Segue Institute for Learning.
- Chromebooks should only be taken out of the Segue Institute for Learning campus when such instructions have been given by a teacher or administrator.
- Students are responsible for charging their devices at home every day.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- When transporting a Chromebook, it must always be closed and carried inside its case.
- Name labels are property of the school and must not be removed or damaged.

2.2 Screen Care

Chromebook screens 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.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the device.
- Do not carry the Chromebook by holding the screen only.
- Clean the screen with a soft, dry cloth or anti-static cloth only.
- Do not “bump” the Chromebook against lockers, walls, floors, etc. as it will eventually break the screen.
- Do not place objects inside the Chromebook and attempt to close it.
- Other than the Chromebook itself, don't place any other object inside the case.

3. Using Your Chromebook At School

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

3.1 Chromebook Undergoing Repair

- Replacement Chromebooks may be issued to students while Chromebooks are undergoing repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- It might be required that students pay all standing invoices before they can take the Chromebook home.

3.2 Charging Your Chromebook's Battery

- Students need to charge their Chromebooks at home every day.

- Repeated violations of this policy will result in disciplinary actions, phone calls and referrals.
- Students will not be allowed to charge their Chromebooks at school.

3.3 Photo Library/Screensavers/Background photos

- Inappropriate media such as representation of weapons, pornographic materials, inappropriate language, alcohol, drugs or gang related symbols found in the device will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on Google Drive. Only photos that are for an educational purpose should be saved. All other photos/videos should be deleted.

3.4 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher.
- Students are not allowed to download apps, music or games that have not been approved by the school.

4. Managing your files

- Students must save their work to Google Drive. Chromebook's internal storage is wiped out every time it is turn off. Therefore, all work/files will be lost unless saved to Google Drive.
- It is the student's responsibility to ensure that their work is backed up so it does not get lost if any mechanical failure or accident occur.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

5. Software on Chromebooks

5.1 Originally Installed Software

- Extensions/Apps originally installed by Segue Institute for Learning must not be removed by students. Periodic checks of Chromebooks will be made to ensure that students have followed this rule.

5.2 Additional Software

- Any attempt to "jailbreak" the Chromebook or to change the configuration will result in an immediate disciplinary action.
- Any software that is deemed inappropriate for use in school or that hasn't been approved by an administrator is not to be downloaded or installed on the Chromebooks. This includes but is not limited to, music, games, videos, images, eBooks, and apps. Such material will be removed and calls to parents and other disciplinary actions may take place.

5.3 Inspection

- The Segue Institute for Learning may inspect any equipment for any of the following: functionality, maintenance, serviceability, violations of student responsibilities or for other investigations.

6. Additional Responsibilities and Expectations

6.1 School/Staff Responsibilities:

- Provide access to the Internet and to online course materials.
- Take the necessary steps to create a safe virtual environment.
- Provide Internet filtering and blocking of inappropriate materials as able.

6.2 Students are responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid the Segue Institute for Learning in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Giving credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. This is to avoid Plagiarism which is a violation of the Segue Institute for Learning Student Handbook.
- Avoiding the use of hacking software, which is strictly prohibited. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- Reporting emails or any communication containing inappropriate or abusive language or with a questionable

subject.

- Monitoring all activity on their account(s).

6.3 Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (Segue Institute for Learning reserves the right to modify this list at any time.):

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws.
- Distributing or downloading offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- External messaging services not approved by the school.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming, or sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/Email accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Any malicious attempt to 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.
- Bypassing the Segue Institute for Learning web filter.
- Streaming or recording videos or audio from the school unless authorized and under the supervision of a Segue Institute for Learning teacher for educational purposes.

6.4 Unsupervised Chromebooks

- Students will be responsible of damage or loss of unsupervised Chromebooks.