



Chevy Chase Elementary School

Google Chromebook Agreement

Students in grades 3, 4, 5, and 6 at Chevy Chase Elementary School have been issued Google Chromebooks for use in our school. All student will use Chromebooks in the media center and with other teachers within the building. This document will provide students and their parents/guardians with information about taking care of the equipment, using it to complete school assignments, MCPS policies (IGT-RA) *User Responsibilities for Computer Systems, Electronic Information, and Network Security* and being a good digital citizen.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right. Activities on any device, network, or electronic communication device may be monitored by the MCPS district authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from school, receiving a failing grade, and/or legal action.

Students and their parents/guardians are responsible for reviewing the Chromebook Agreement.

OWNERSHIP of the CHROMEBOOK:

Montgomery County Public Schools retains sole right of possession of the Chromebooks. The Chromebooks are LOANED to the students while in school for **educational purposes** for the academic year. Moreover, MCPS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

RESPONSIBILITY for the CHROMEBOOK:

1. Students are solely responsible for the Chromebooks issued to them.
2. The student:
 - a. must comply with the Chromebook Agreement, MCPS Acceptable Use Policy (21st Century Learning Spaces Initiative - attached), and all MCPS policies when using their Chromebooks.
 - b. must place the Chromebooks in the charging cart at the end of every day so that remains charged when needed.
 - c. must treat the device with care and never leave it in an unsecured location.
 - d. must promptly report any problems with the Chromebook to the teacher for technical support.
 - e. may NOT remove or interfere with the serial number and other identification.
 - f. may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
 - g. may not attempt to install or run any operating system on the Chromebook other

than the ChromeOS operating system supported by MCPS.

- h. must keep the device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

RESPONSIBILITY for ELECTRONIC DATA:

The students are solely responsible for any apps or extensions on the Chromebook that are not installed by MCPS or a member of the school staff. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

COPYRIGHT AND FILE SHARING:

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy (AUP).

DIGITAL CITIZENSHIP:

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

- a) 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 life, experience, experimentation or relationships I post. I will NOT be obscene. I will not visit sites that are inappropriate.
- b) 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 schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- c) 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 abuse my rights of access and I will not bother other people's private spaces or areas.
- d) PROTECT OTHERS. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will not participate in receiving unacceptable materials and conversations.
- e) 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.
- f) PROTECT INTELLECTUAL PROPERTY. I will request to use the software and media others produce. I will use free and open source alternatives provided by Google apps for education and MCPS resources. I will act with integrity.

Consequences for Violations of the Student Chromebook & Acceptable Use Policy:

1. Violations of these policies may result in one of the following but not limited to these disciplinary actions:
 - a. Restitution (money paid in compensation for theft, loss, or damage)
 - b. Student/Parent Conference
 - c. Removal of Unauthorized Files and Folders
 - d. Restriction of School-Issued Chromebook Use Privileges*
 - e. Suspension
 - f. Court Referral/Criminal Charges
 - g. Alternative School Placement
 - h. Expulsion

2. If a violation of the Student Chromebook & Internet Acceptable Use violates other rules of the student handbook, consequences appropriate for violations of those expectations may also be imposed.

*If a student's School-Issued Chromebook privileges are restricted, this means that for the period of the restriction, the student may be assigned an alpha smart (for word processing purposes) and internet privileges may be suspended. Students would also be using media center books/paper pencil.

General Expectations:

The following Code of Conduct rubric is not meant to be all encompassing but to serve as a guideline for determining appropriate disciplinary action when a technology violation occurs.

Level I Offenses	Level II Offenses
Level I offenses are less serious and begin with a student and/or parent conference. However, depending on the frequency, a Level I violation may merit a more severe disciplinary action such as the ones set forth above.	Level II offenses are more serious and begin with a required conference, the restriction of the Internet and/or District-owned Chromebook privileges, and an in-school alternative placement. However, depending on the seriousness and frequency of the violation, a Level II offense may merit a more serious disciplinary action such as the ones set forth above.

<p>Examples of Level I Offenses:</p> <ol style="list-style-type: none"> 1. Sharing passwords 2. Plagiarism 3. Bypassing school security controls 4. Defacing computers (e.g., stickers, marker) 5. Removing school labels or tags 6. Clearing web browser history 7. Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) 8. Commercial or Political use 9. Accessing chat rooms, bulletin boards, or blogs without teacher/ administration permission 10. Failure to Follow Teacher Directives 11. Failure to be Polite and Courteous 	<p>Examples of Level II Offenses:</p> <ol style="list-style-type: none"> 1. Downloading, posting, or distributing materials that are inappropriate as outlined in the Parent/Student handbook will result in automatic termination of the student's network/internet privileges. 2. Changing, altering, bypassing, or attempting to bypass any Chromebook security measures including filtered internet sites. 3. Engaging in online activity that threatens, intimidates, bullies, harasses, frightens, discriminates, or defames another person is considered harassment and will have significant consequences per the Parent/Student Handbook. 4. Intentionally destroying hardware or software. 5. Engaging in theft. 6. Engaging in any illegal activity. 7. Harming or destroying another user's data.
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SPARE EQUIPMENT and LENDING:

If a student's Chromebook is inoperable, the school has a very limited number of spare devices for use while the student's Chromebook is repaired or replaced. The student may not OPT to keep an inoperable Chromebook assigned to them to avoid doing class work. Chromebooks may not be taken home.

WARRANTY:

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student and family to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or damage of a Chromebook due to intentional or willful student negligence will result in the student being charged the full \$200.00 replacement cost to purchase a new Chromebook.

REPLACEMENT/REPAIR COSTS:

1. Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- a. Replacement - \$200.00
- b. Screen - \$90.00
- c. Keyboard/touchpad - \$52.00

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CHROMEBOOK AGREEMENT / SIGNATURE FORM

By signing below, the student and their parent/guardian agree to follow, understand, and accept:

1. Acceptable Use Policy
2. Chromebook Agreement
3. Website and Social Media Guidelines (Below)
4. That the Chromebook, software, and issued peripherals are owned by the MCPS
5. In no event shall MCPS be held liable to any claim of damage, negligence, or breach of duty.

WEBSITE and SOCIAL MEDIA Guidelines:

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

Guidelines	Student Initials	Parent Initials
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 wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's 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 birthdates, and pictures. Do not SHARE your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property (information) without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts without giving credit to them. 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 edit some else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		
As a student, I am responsible for using my Chromebook responsibly and following guidelines for using it safely to avoid damage.		
As a student, I understand that I can lose my Chromebook privileges if I misuse or fail to follow the Chromebook agreement.		

PRINT STUDENT NAME: _____

SIGNATURE: _____ Date: _____

PRINT PARENT NAME: _____

SIGNATURE: _____ Date: _____

Child's Homeroom Teacher _____

**PLEASE RETURN THIS PAGE TO YOUR CHILD'S HOMEROOM TEACHER NO LATER THAN
FRIDAY, SEPTEMBER 4, 2015!**

Information for Parents...

21st Century Learning Spaces

Reimagining Teaching and Learning in a Digital Age



Montgomery County Public Schools' (MCPS) 2014–2016 Strategic Technology Plan articulates a vision of anywhere, anytime access to learning for staff and students. In alignment with this vision, MCPS has initiated a multiyear effort to provide all students with access to mobile computers and a cloud-based learning platform that will enhance creativity and collaboration in the classroom.

The *21st Century Learning Spaces* initiative focuses on transforming classroom communities through the integration of mobile, cloud-based, and collaborative technologies paired with technology-enriched, learner-centered teaching practices. To achieve the plan's core objectives of anywhere, anytime access to learning, schools will leverage a variety of mobile devices including Chromebooks and the power of the *Google Apps for Education* to promote and foster effective communication and collaboration between students and staff to create connected classrooms.

During the 2014-2015 school year, students in Grades 3, 5, and 6, as well as those in high school social studies classes, will begin using these technologies in the classroom. This initiative will continue to expand in the following years.

How does learning look different in 21st century learning spaces?

This project is grounded in our vision that **ALL** students are empowered and prepared to participate as full citizens in a dynamic global society in which they **create, achieve, engage, contribute, and flourish** in meaningful communities through universal access to people, information, and ideas. The *21st Century Learning Spaces* initiative seeks to cultivate and nurture classroom communities where:

- students are reflective, resourceful, and engaged problem solvers working together; and where students confidently engage in complex authentic tasks;
- digital curricular resources offer students multiple opportunities to integrate challenging content, represented through different mediums including text, video, audio, graphic, and multimedia formats;
- technology supports disciplined inquiry and making students' thinking visible as they make sense of complex and real-world phenomena;
- there are ambitious expectations for all students and the flexibility for grouping and access to learning is in place to meet their needs;
- highly effective teachers and all staff members have the resources and support to expertly engage students in digital learning and communicate with their parents/guardians about their progress;
- technology-enhanced formative and performance assessments are used effectively to make daily instructional decisions and to provide meaningful feedback to students that empowers them to own their learning; and
- technology is used to differentiate instruction and scaffold learning opportunities that meet the learning needs and diverse backgrounds of all students.

What is a *Google Apps for Education* account?

A *Google Apps for Education* account is a cloud-based, collaborative application platform that provides access to a host of tools and services such as e-mail, online storage, and web-based communication and collaboration applications. Students and staff are assigned secured accounts to the learning environment and are able to access their accounts through any web-enabled device using any mainstream web-browser. The assigned student and staff accounts enable document sharing, collaborative work, and assessment opportunities in this cloud-based platform. For MCPS, participating students and staff are assigned a "@mcpsmd.net" Gmail-like account. Students and staff can log into their account via any web-enabled device (i.e. laptop/ desktop computer, tablet, or smart phone) using any modern web-browser (i.e. Chrome, Internet Explorer, Firefox, and Safari) at

What is a Chromebook?

A Chromebook is a laptop computer that is designed to be used while connected to the Internet and support applications that reside on the web. Chromebooks are account-specific, meaning when a user logs in they immediately have access to their Gmail, their documents, and their apps. Since almost all of the data and applications are stored in the cloud, Chromebooks take seconds to boot and log into, saving precious instructional time.

How is MCPS ensuring my child's safety and security?

MCPS takes its responsibility for protecting the confidentiality of student information very seriously. MCPS has contracted with Google to provide access to *Google Apps for Education* to students and staff in a closed and secure environment that is not accessible to anyone outside of MCPS. Furthermore, classroom teachers and other MCPS staff have visibility into students' e-mail communications to ensure this tool is being used for educational purposes and in accordance with MCPS' Acceptable Use regulations. MCPS access to the *Google Apps for Education* platform is governed by Google's detailed privacy policy and security measures. MCPS is working with Google to ensure that this environment complies with MCPS standards, as well as applicable laws, including the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA) regulations.

The Strategic Technology Plan's Strategy 3 identifies Respectful, Ethical Engagement in Virtual Communities as a priority for ensuring a vibrant, safe, and welcoming digital learning community. This includes developing curricular materials that teach students and staff to advocate and practice safe, legal, and responsible use of information technology. Our goal is to foster a culture that reflects a positive attitude toward using technology that supports collaboration, learning, productivity, and civility and demonstrates personal responsibility for lifelong learning. The efforts of the Cybercivility Task Force, which is one of many elements, will be considered as we move forward.

Google Apps for Education and mobile devices, such as Chromebooks, grant students' access to a wealth of information and digital content available online. To protect students while they are using the Internet and other web-based tools, MCPS monitors students' online activities and interactions. This includes the blocking and filtering of web content that is deemed obscene, pornographic, or potentially harmful to minors. All Internet traffic on the MCPS network is subject to this filtering process regardless of which device a student uses to connect to and navigate the Internet. The monitoring and filtering of students' Internet usage is implemented in accordance with the Children's Internet Protection Act (CIPA), a federal requirement for schools that receive public funding.

As an added precaution to safeguard students, MCPS has enabled a feature of Google Search called "Safe Search" within our Google Apps domain. With "Safe Search" enabled, sexually explicit video and images are filtered from Google Search result pages, along with results that might link to explicit content when logged into their account. In essence, students' Internet searches are safer and more secure than if they were not using their accounts to conduct the same searches.

What if I still have questions?

If you have questions or want additional information on this initiative, please contact the Office of the Chief Technology Officer at 301-279-3581. <http://www.google.com>. Students are restricted to only sending and receiving e-mail from other authorized MCPS account holders. Student progress and engagement will be monitored via a learning management system integrated into the platform that allows teachers to send information to students, offer real-time feedback, and monitor progress on activities.

21ST CENTURY LEARNING SPACES INITIATIVES

GOOGLE APPS FOR EDUCATION



WHAT IS A CHROMEBOOK?

- Designed to be used primarily while connected to the Internet, with most applications and data residing "in the cloud".
- Login to devices using an MCPS GAFE account.
- Additional “apps” available via Chrome Store.

GOOGLE & MCPS AGREEMENT

Per terms of agreement with MCPS, Google will:

Comply with Family Educational Rights and Privacy Act

- FERPA - Federal law that protects the privacy of student education records

Comply with Children's Online Privacy Protection Rule

- COPPA - Prevents Google from collecting students' personal information while using Google Apps account

SAFETY & SECURITY PRECAUTIONS



Students can only send and receive email from authorized MCPS account holders.

Emails that students send and receive are monitored centrally and can be viewed locally by classroom teacher and school-based staff to prevent and address cyber misconduct.

Internet Monitoring

- Students' online interactions are monitored in accordance with the Children's Internet Protection Act (CIPA).
- Online content deemed harmful to minors is blocked/ filtered.
- Any device connected to MCPS network is subject to Internet filtering policies.

Google Safe Search

MCPS has enabled **Safe Search** When **SafeSearch** is on, sexually explicit video and images will be filtered from **Google Search** result pages, along with results that might link to explicit content.