

Toledo Islamic Academy

Chromebook Policy and Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at Toledo Islamic Academy by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Toledo Islamic Academy

CHROMEBOOK AGREEMENT

Students at Toledo Islamic Academy can be issued Chromebooks for use in school. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing the Chromebook Agreement.

Ownership of the Chromebook

Toledo Islamic Academy retains sole right of possession of the Chromebook. The Chromebooks are LOANED to the students for educational purposes for the academic year. Moreover, TIA 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

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

Students

- must comply with the Chromebook Agreement, TIA Acceptable Use Policy, and all policies of the school district when using their Chromebooks.
- must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. Note: A fully charged Chromebook should last 6.5 hours charged.
- must treat their device with care and never leave it in an unsecured location.
- must keep their device in a protective case when traveling.
- must promptly report any problems with their Chromebook to tech support.
- may NOT remove or interfere with the serial number and other identification.
- may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc..) other than approved computer screen cleaners.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or reported to s.alsharif@tiaus.net. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebooks while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

Screen Care:

The Chromebook screen 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 top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a backpack that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Students **MUST** return their Chromebook to the corresponding cart in their homeroom and plug it in to charge daily.

Sound:

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

Printing:

At School: Printing functionality will not be available at school. Teaching strategies will facilitate digital copies of homework.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Toledo Islamic Academy. Spot checks for compliance will be done by administration or TIA IT department at any time.

Software on Chromebooks:

Originally Installed Software: Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

Chromebooks may require updating and will need to be turned in when requested by TIA Administration and/or IT personnel.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by Toledo Islamic Academy.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Monitoring of Use:

In compliance with state and federal regulations, the district utilizes CIPA (Children's Internet Protection Act) compliant filtering. The district also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to district tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using the district network or equipment.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.

Protecting & Storing Your Chromebook

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and Toledo Islamic Academy asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not using their Chromebook, they should be stored in the carts provided in each classroom.. Nothing should be placed on top of the Chromebook.. The Chromebook is not to be stored in student lockers. The Chromebook should be charged fully each night and students returning the Chromebooks to the cart are responsible for plugging in the AC adapter.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, library, hallways, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Network Connectivity

Toledo Islamic Academy 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.

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with TIA IT personnel.
- If repair is needed due to malicious damage or any other misuse, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for ASUS parts and labor.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. 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.

Damage and Repair

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full \$300.00 replacement cost to purchase a new device.

FREQUENTLY ASKED QUESTIONS/HINTS & TIPS FOR PARENTS

1. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?

Toledo Islamic Academy will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for the repair or replacement. The replacement should be the same make and model as the damaged Chromebook. The School regards the Chromebook as all other materials that are checked out to a student (e.g. library materials, sports equipment, etc.)

2. What are the replacement costs of the Chromebook and accessories?

Chromebook:	\$300
Sleeve / Case:	\$30

3. As a parent/guardian, how do I monitor my student's use of the internet?

Please see the attached document entitled "Parents' Guide to Safe and Responsible Student Internet Use" for suggestions on monitoring your student's use of the internet.

4. What if a student forgets to charge the Chromebook?

There will be a limited number of power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will not be able to use his/her Chromebook until fully charged.

5. Will students keep the Chromebook for the summer?

Chromebooks and all TIA accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. Returning students will be reissued their same Chromebook the following year.

Please contact the IT Department with any questions regarding student use of Chromebooks.

Parents' Guide to Safe and Responsible Student Internet Use

Toledo Islamic Academy recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your student's use of the Chromebook.

General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebook is taken home by the student, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

Toledo Islamic Academy - Chromebook Policy Handbook

Signatures and Student Pledge

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebooks' battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Toledo Islamic Academy.
- I will follow the policies outlined in the Chromebook Policy Handbook and the Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Student Name: _____ (Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____

Toledo Islamic Academy
Student/Parent Chromebook Use Agreement 2017/2018

In this agreement, "Chromebook" means ASUS Chromebook and all its components, software, battery, and charger.

Parent and Student please initial each section:

P: S:	<p>TERMS:</p> <ul style="list-style-type: none"> You will comply at all times with the Toledo Islamic Academy Chromebook Policy Handbook and its guidelines as well as the Toledo Islamic Academy Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
P: S:	<p>TITLE:</p> <ul style="list-style-type: none"> Legal title to the Chromebook is Toledo Islamic Academy and it shall remain the possession of Toledo Islamic Academy. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
P: S:	<p>LOSS OR DAMAGE:</p> <ul style="list-style-type: none"> If the property is accidentally damaged or incurs loss due to an act of nature, Toledo Islamic Academy will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to Toledo Islamic Academy by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
P: S:	<p>REPOSSESSION:</p> <ul style="list-style-type: none"> Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence or other location of the Chromebook to take possession.
P: S:	<p>TERM OF AGREEMENT:</p> <ul style="list-style-type: none"> Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from Toledo Islamic Academy.
P: S:	<p>APPROPRIATION:</p> <ul style="list-style-type: none"> Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property

Toledo Islamic Academy
STUDENT/PARENT Chromebook SIGNATURE PAGE

Student Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

Parent Information

Last Name _____ First Name _____

Home Phone _____ Cell Phone _____

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the Toledo Islamic Academy Acceptable Use Policy Guidelines as stated in this document.

Student Signature: _____ Date: _____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the Toledo Islamic Academy technology and computer resources, I hereby release the Toledo Islamic Academy and its agents from any and all claims of any nature arising from my student's use or inability to use the Toledo Islamic Academy technology and computer resources.

Parent Signature: _____ Date: _____