

Pullman Christian School

Chromebook 1:1 Program Handbook

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PURPOSE & VISION

Chromebooks are laptops created by Google to harness the use of the Google platform and Google Apps to make working more streamlined. They are very cost effective, have a long battery life, and boot up quickly and easily. We are very excited for how this technology will improve our classroom environment.

Technology has become an increasingly important tool in our lives. Pullman Christian School recognizes the importance of preparing students for the 21st Century skills necessary to be successful at school and at work. Each student will need a Chromebook computer that will be used in the classroom and at home for educational purposes. The 1:1 program is being used all over the world with positive results in student learning and engagement. Teachers will be using computer technology for instruction, assignments, projects, research and assessment. . The 1:1 program will also allow teachers to better meet individual student needs and facilitate the learning of each student. We are excited to teach the students to establish a professional learning community where they are engaged and excited to meet the demands of the 21st century.

At PCS, we wish to enable our students with the ability to wisely utilize technology in their academic experience. Our students need to be prepared to be involved in the participatory culture of the future from a Biblical worldview. Technology use will greatly enhance literacy and competency in performing multitasking, networking and negotiating skills that are required in the workforce. In addition, PCS is deeply committed to teaching digital citizenship in order to enable students to honor God and respect others.

The Chromebooks will impact the classroom in many ways:

- Most classroom textbooks will be ebooks.
 - This will reduce the amount of books students need to carry around as well as giving students access to their textbooks at any time.
- Teachers will be able to give better feedback on projects and assignments.
 - Students will have the ability to collaborate with teachers before the project or assignment is due instead of waiting for communication after the final product is completed.
- Submitting assignments will be more streamlined.
 - Students will be able to receive and submit almost all assignments online so lost and misplaced papers will become a problem of the past and teachers will be able to see papers in real time.
- Students and teachers will have immediate access to the internet for research and educational purposes.
- Students will be able to use the Google platform to collaborate on projects and assignments.
- Students will be able to use the Google platform to ask each other questions and work together from anywhere in a safe and monitored environment.

CHROMEBOOK SPECIFICATIONS

The following are the requirements for the PCS Chromebook 1:1 Program. Please ensure that you are purchasing a Chromebook and not a regular laptop as they have different capabilities:

- **RAM**
Minimum 2 GB RAM - All Chromebooks come with this as a minimum. The more RAM you have, the faster your computer will perform.
- **SCREEN SIZE**
No minimum requirements. Consider: does your student have any vision issues and might a larger screen work better for him; does he get easily distracted and might be able to focus better with a larger screen
- **MEMORY**
No minimum requirements. The more memory the computer has, the more your student will be able to store on the computer. This shouldn't be an issue with schoolwork as most of it will be stored in the cloud. If your student will want photos, music, etc. on his device, you will need more memory. Another consideration would be if the device has an SD slot that allows your student to transfer photos (if this is something that is important to him) - although it could always be done using a USB drive or in the cloud (using another computer to upload).
- **WARRANTY**
No requirements. This is a personal preference. Some people feel better about purchasing an additional warranty (or some kind of warranty if the device does not automatically come with one - such as with some refurbished models).
- **KEYBOARD**
The Chromebook does need a full keyboard. While keyboards do differ on the different Chromebooks, it has been found that most people (especially children) can easily adapt to different keyboard styles. If keyboard style is a concern, you may want to "test drive" the Chromebook at a store before purchasing.
- **MODEL**
There are many options. We encourage you to decide what you want in a Chromebook (RAM, Memory, Ports, Screen size, etc.) and determine what you want to spend, and that will narrow down your options. Then we encourage you to read online reviews about any Chromebook you are considering. We suggest using CNET.com or PCWORLD.com.
When reading reviews, be sure to check the date they were written in case an upgraded model of the Chromebook you are considering has been released.
- **PROTECTIVE CASE (RECOMMENDED)**
We highly recommend some kind of sleeve or case for your student's Chromebook. He will be taking it from home to school and back every day.
- **TOUCH SCREEN (OPTION)**
From what we have learned from other schools using Chromebooks, touch screen is *not* necessary. Your student may prefer it and they are welcome to purchase the more expensive models that have that option, but it is not required.

TAKING CARE OF YOUR CHROMEBOOK

General Precautions

Screen Care and Maintenance

- Use only a clean, soft cloth to wipe the screen. Do not use cleaners of any kind.
- Do not place anything on your case or on your Chromebook that could put pressure on your screen (i.e. Do not put books or other school supplies on top of your Chromebook)
- Do not carry items in your Chromebook case unless the case is designed for you to do so
- Do not lean on your screen at any time

Cords, Cables, and Cards

- Be sure to insert and remove any cords, cables, or storage cards from your Chromebook carefully to ensure you do not bend or break any of the connections inside the Chromebook
- Do not force anything into your Chromebook. If it does not go easily, STOP.

Carrying Your Chromebook

- Protection
 - When at all possible, carry and store your Chromebook in a case or protective sleeve
 - Avoid bumping, tossing, or throwing the device against any surface.
- Battery
 - Be sure to turn your Chromebook off when it will not be in use to ensure adequate battery for the length of the school day

Using Your Chromebook at School

Chromebooks Left at Home

- If the Chromebook is left at home, the student is responsible to complete all work as if the device was there. There may be a loaner device available for students to use, but the school cannot guarantee that one will be available at all times. Students will not receive an extension on homework or other assignments due to a Chromebook being forgotten.

Chromebooks Undergoing Repair

- While a Chromebook is undergoing repairs through the school or an outside source the school will do our best to have a loaner reserved for the student to use during that time.
- Please let the school know as soon as a Chromebook is experiencing issues so we can work to help solve them to the best of our ability.

Charging Your Chromebook Battery

- Chromebooks will need to arrive at school each day with a fully charged battery. The battery life of the Chromebook should be more than sufficient for the school day. PCS will not guarantee that outlets will be available for a student who has forgotten to charge their Chromebook.

Screensavers

- Students are encouraged to personalize the screen saver and themes for their Chromebook.
- If a theme, screen saver, or image does not meet the acceptable use guidelines of PCS the student will be asked to change it.

Sound

- Sound should be muted at all times unless a teacher directs the students to use sound.

Music, Games, and Programs

- Music, Games, and Programs on the Chromebook must meet the PCS acceptable use guidelines.
- Internet gaming will not be allowed on campus unless directed otherwise by a teacher. Playing games is not an appropriate option, even when work is completed.

PCS Network Connectivity

- PCS cannot guarantee that the network will be working at all times. If internet does go down, instruction will be modified but will not stop.
- Do not stream videos or music unless a PCS staff instructs you to do so. This takes up too much bandwidth and may cause connectivity issues.

Home Internet Access

- Students will need some internet access outside of school to finish homework, projects, etc.
- There are many free wireless hotspots in the area including coffee shops and libraries. The PCS cafeteria will be available until 5:30 on weekdays for students to study and work on homework.

Protecting and Storing Your Chromebook

Chromebook Identification

- Some type of identification on the Chromebook itself will be required for security purposes.
- This identification must include the student's name and best contact information. *PCS recommends using the school's contact number and address instead of the student's personal information.*
- An identification sticker will be available for students on the first day of school if they do not want to find their own identification

Password Protection

- The student's PCS account will be password protected. PCS recommends that the settings include needing the password to log on to the Chromebook for increased security
- Students will not be allowed to change the password for their PCS account as it is also the account information that will be needed to log into the PCS wireless network.
- Passwords should never be shared with anyone other than parents or guardians. If you believe someone else has your password then you need to immediately inform PCS staff and they will change your account information.

Storing Your Chromebook

- Chromebooks must be stored in a *locked* locker when not in use.
- Chromebooks will not be allowed in the cafeteria during lunch time unless a student is given written permission from a teacher. There are a lot of students and activity in the cafeteria during lunch time that could result in a damaged Chromebook.

Chromebook Left in Unsupervised Areas

- Chromebooks left in unsupervised areas (unlocked lockers, locker rooms, empty classrooms) will be confiscated and turned into the PCS receptionist. Students will need to sign for their Chromebook when they pick it up. Multiple offenses will result in disciplinary action.

Chromebook Maintenance and Repair Plan

- Chromebooks are set to automatically download software and other updates when connected to a wireless network. Students are asked to not change any settings that would prevent this as it may result in a Chromebook running slowly or not working properly.
- The teachers and staff are trained to help troubleshoot common issues. Students are encouraged to seek help but they need to come in during a non-class time if the issue is not easily solved.
- If a Chromebook is experiencing an issue that faculty and staff are not able to solve, PCS will help connect you with a repair facility.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. PCS is not liable for any device stolen or damages to it on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

SAFETY AND DIGITAL CITIZENSHIP

Safety

- Students are not to email or communicate with people outside of the PCS network from their PCS account.
- Email and other communication services are to be used for school related tasks with people the student already knows.
- If anyone from outside of the PCS network tries to contact a student, it must be reported to PCS staff immediately.
- Personal information is never to be given out online. If contact information is needed for any reason, the student is to use the contact information for PCS.
- Specific safety information and guidelines will be taught by the student's home room teacher throughout the year to ensure a safe environment.

General Guidelines

- In order to maintain a Christ-centered atmosphere, students will need to ensure that any use of the Chromebook reflects the vision and purpose of the Chromebook program as well as the beliefs of Pullman Christian School.
- If a student has any music, images, or files on their Chromebook that do not meet these standards they will be asked to remove them so they are not accessible during school hours. The student may receive disciplinary action for possession of this content.

EXAMPLES OF ACCEPTABLE USE

I will:

- Use school technologies for school related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, tweets, posts, etc.) online.
- Use school technologies at appropriate times, in approved places, for educational purposes.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of myself and others.

EXAMPLES OF UNACCEPTABLE USE

I will NOT:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of the acceptable use policy.
- Create a personal mobile “hot spot”, utilize a “proxy site”, or attempt any other way of circumventing the network safety measures and filtering tools.
- Create, distribute, or deploy multiuser servers of gaming software on or within the PCS network.
- Engage in cyber bullying, harassment, or disrespectful conduct toward others.
- Use school technologies to send spam, chain mail, shop, barter, or use credit cards online.
- Plagiarize content I find online.
- Post or otherwise disclose personally identifying information about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.

- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my school use.
- Vandalize, damage, alter, or disable the property of PCS.
- Use social networks at school unless approved by teacher as curriculum.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies

Disclaimer: These are not intended to be an exhaustive lists. Users should use their own good judgment when using school technologies.

Internet

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices, such as, but not limited to, cell phones/cell network adapters are not permitted to be used to access outside Internet sources at any time.

Digital Citizenship

- Plagiarizing someone else’s work, including other students or anything you find online, will be viewed as cheating. The student will receive a zero for the assignment and possibly additional disciplinary action.
- All sources, including but not limited to images, pictures, websites, encyclopedias, and research will need to be cited to ensure that the student is not plagiarizing information.
- Each teacher will explain and demonstrated how they would like sources accurately cited,
- All students are required to follow copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is strictly prohibited and violates the Acceptable Use Policy.

Annual Code of Conduct Agreement

Students and parents/guardians must annually agree to adhere to the Student Agreement and related Code of Conduct in addition to the Pullman Christian School Wireless and Network Student Agreement.

FREQUENTLY ASKED QUESTIONS

: My child already has a laptop/other device. Can they use that instead of purchasing a Chromebook?

A: While there are some features that are consistent between laptops and Chromebooks, the following differences explain why students will not be allowed to use a device other than a Chromebook.

- **Speed.** Chromebooks are designed to have a start-up time of less than 6 seconds (from 'off' to working) and are extremely fast due to the simple platform.
- **Battery Life.** Students will have very limited opportunities to charge their devices at school. The average battery life of a Chromebook is over 8 hours, as compared to 3-4 hours of a laptop. This will allow students to charge their Chromebooks at home and be able to use them all day at school.
- **Distraction.** Chromebooks cannot download programs, games, etc. to their hard drive. Students will only have access to online programs and to specific apps that have been given by the school. This will reduce distraction and other potential problems that could stem from students having programs or files not authorized by the
- **Technical Support.** The staff will be trained in the Chromebook platform and will have experience troubleshooting Chromebooks. This support would not be possible if students have different devices.
- **Management software.** PCS will be able to manage the Chromebooks (including access to the wireless network) and specific apps through a management program. This program is designed for Chromebooks and students would not have access to these parts of the program with a different device.

Q: What type of Chromebook will my child need?

A: See page 2.

Q: Where can I purchase a Chromebook or which one do you recommend?

A: The school does not have a specific Chromebook that students need to purchase. If you would like to save money you can purchase a very simple Chromebook but some families may like the extra features that come with the more expensive Chromebooks. There are many online stores that sell Chromebooks. Walmart currently has Chromebooks available from \$137-\$299. The majority of these are online, but some are available in store as well. Staples also has Chromebooks available from \$199 to \$450 online as well as in store.

Q: What if we cannot afford even the cheaper options at this time?

A: PCS believes it will be best for students to own their own Chromebooks. We recommend looking to available resources such as grandparents, other relatives, summer employment for the students, etc. to help fund their Chromebook. However, the school will have a few Chromebooks available on a lease option. Your monthly bill will receive an extra \$10/month charge to lease a Chromebook for the year. The students will be able to take it home and use it in class as needed. A loss/damage agreement will be required. Please contact the school office as soon as possible so we can be sure to have enough available for lease.

Q: Can my child opt not to use Chromebooks?

A: No. Student textbooks, assignments, etc. will all be located on the Chromebook platform, making the Chromebook an integral component of our academic program.

1:1 Chromebook Program Annual Student Agreement & Code of Conduct

Students and parents/guardians participating in the 1:1 Program must adhere to the Student Agreement and related Code of Conduct in addition to the Pullman Christian School Wireless Internet and Network Acceptable Use Policy. Students must agree to the following conditions:

- I agree to take full responsibility for my technology device(s). PCS is not responsible for the security of my personally-owned technology.
- The technology in my possession must be in silent mode while on school campus.
- I will not use the technology to cheat on assignments or tests, or for non-instructional purposes.
- I agree to access only files on the computer or internet site which are relevant to the classroom curriculum.
- I agree to cooperate with a teacher or administrator's request to shut down the computer or close the screen.
- I am aware that the school's network filter will be applied to my connection to the internet and I will not attempt to bypass it.
- I agree to keep my device protected with current anti-virus software and update it on a frequent basis, as it applies to Chromebooks.
- I understand that bringing on the school premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- I realize that processing or accessing information on school property related to "hacking", altering, or bypassing network security policy is in violation of the AUP policy and will result in disciplinary actions.
- I agree that Pullman Christian School has the right to collect and examine my device that is suspected of causing problems or was the source of an attack or virus infection.
- I realize that printing from personal technology devices may not be possible at school.

As a student of Pullman Christian School, I have read, understand and agree to abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or electronic device privileges as well as other disciplinary action, while still being responsible for all school work.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Wireless Internet and Network Acceptable Use Policy (Grades 7-12)

PURPOSE

Pullman Christian School Network and wireless capabilities open opportunities for learning by providing access to the World Wide Web and other valuable learning resources.

GOALS

To provide Internet access, wireless communication, and cloud-based services for research and educational purposes.

USE

All use of the PCS Network shall be consistent with the purpose and goals of the Network. Successful operation of the Network requires that users regard the PCS Network as a shared resources and cooperation for the common purpose of advancing PCS's educational opportunities. It is therefore imperative that students conduct themselves in a responsible, decent, polite, and ethical manner while using the network.

Students in grades 7-12 may be granted permission to use the PCS Network for up to one academic year at a time, provide they complete the following:

1. Read the PCS Network Acceptable Use Policy.
2. Initial and sign the Student Use Agreement.
3. Obtain parent signature on the agreement.
4. Have their teacher sign the agreement.

In all cases, use by the PCS Faculty and Administration shall take precedence over use by a student. PCS Faculty and Administration are the final authority on acceptable use of the network.

GUIDELINES

1. Any use of the PCS network for illegal inappropriate, or obscene purposes, or in support of such activities, is prohibited.
 - a. Illegal activities shall be defined as those as a violation of local, state, and/or federal laws.
 - b. Inappropriate use shall be defined as a violation of the intended purpose and goals of the network, including, but not exclusive to:
 - Opening or viewing pornographic sites
 - Opening or viewing sites that exhibit demonic imagery or influence
 - Opening or viewing sites that are anti-Christian
 - Opening or viewing sites that propagate, condone, or promote violence or other behavior contrary to the spirit of the Student Conduct section of the PCS Handbook including role playing games and those focused on magic or the occult.

- Opening, viewing or participating in chat rooms, Facebook, or similar communication programs.
 - Opening, viewing, or participating in unsanctioned Internet games and/or role playing games.
 - Sharing personal information, such as student names, addresses, or phone numbers, unless prior permission is received from the student's teacher.
 - Engaging in any behavior that harms or embarrasses a student (publicly or privately) over the Internet)
2. All email received by a student from any outside source or that is not related to a classroom assignment must be opened with a teacher present.
 3. All email sent by a student to any outside source or that is not related to a classroom assignment must be forwarded to the student's teacher.
 4. Any use of the PCS Network for commercial purposes is prohibited.
 5. Any financial gain realized through the use of the Network becomes the property of PCS.
 6. Any use of the PCS Network for product advertisement or political lobbying is prohibited.
 7. Downloading programs to PCS computers without a teacher's permission is prohibited.
 8. Installing programs from the Internet without permission is prohibited.
 9. PCS is not responsible for any lost files or work due to internet connectivity issues. Students are encouraged to save their work to some form of storage such as a memory stick or thumb drive if this is a concern.
 10. No use of the PCS Network shall serve to disrupt the use of the Network by other users.
 11. Any files created or saved on PCS lab computers or rented Chromebooks are the property of PCS and users have no rights of privacy concerning these files.
 12. The PCS Faculty and Administration are authorized to make decisions on whether specific uses of the PCS Network are consistent with this policy.
 13. Students are expected to exercise caution and responsibility with using the PCS Network. Any student having questions about whether a site is appropriate should ask their teacher before accessing the site.
 14. All files (music, images, etc) on any device that do not meet the standards of PCS are not allowed on campus and must be removed before the device can be used on the PCS campus.
 15. Any attempt at plagiarizing or copying the work of others will be viewed as cheating and will be treated as such.
 16. Student may not access social networks at school unless approved by a teacher as part of the curriculum.
 17. This Acceptable Use Policy applies to PCS students any time they are on the PCS campus, including before and after school and during school events.
 18. This policy is subject to revision.

Wireless Internet and Network *Student Use Agreement*

I, _____ pledge to follow the rules summarized below as outlined in the Pullman Christian School Network Acceptable Use Policy while using the Internet and/or email services on the PCS Network. I understand the probable consequences for anyone on the following behaviors (student must initial each box and sign below) :

- Opening, viewing or participating in chat rooms, Instagram, Twitter, Facebook, Snapchat or similar social media/communication programs
- Deliberately viewing or operating a website, application or program during class time that is a distraction or contrary to what the student should be doing during that time.
- Reading email from an outside source or unrelated to a classroom assignment without a teacher present.
- Sending email to an outside source or unrelated to a classroom assignment without forwarding to a teacher present.
- Sharing personal information, such as student names, addresses, or phone numbers, or school name and address without a teacher's permission.

If I act on any of the above behaviors, I understand and agree my consequences will result in losing Chromebook privileges for the duration of the class period. *student is still responsible for completing all school work during a period of wireless and/or network suspension

Repeat offenses can be indicative of a character issue and will likely result in increased consequences.

Additionally, there are additional and immediate consequences for the following prohibited behaviors

- Engaging in any behavior that harms or embarrasses a student (publicly or privately)
- Opening, viewing pornographic sites.
- Opening or viewing a site that exhibits demonic imagery or influence.
- Opening or viewing a site that is anti-Christian.
- Opening or viewing a site that propagates, condones, or promotes violence.
- Opening or viewing a site that propagates, condones, or promotes behavior contrary to the spirit of the Student Conduct section of the PCS Handbook, including those containing magic and/or occult content.
- Opening, viewing or participating in role playing games.

These prohibited behaviors will result in immediate consequence as determined by the PCS administration. These consequences may include any of the following:

- * Confiscation of the Chromebook until further consequences are determined.**
- * Suspension from the PCS wireless network for a determined period of time.**
- * Suspension from school.**
- * Work detentions.**
- * Meeting with the school pastor and/or principal.**
- * Required counseling.**
- * Expulsion – depending upon the frequency and/or severity of the site or the behavior.**

Extended suspension from the network will necessitate the purchase of hard copies of the student texts. The parents must pay this additional curriculum charge up front (no monthly payment plans).

If, while on the Internet, I accidentally hit a site that is prohibited according to the previously listed rules, I will immediately exit the site and report the incident to my teacher.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Teacher's Signature _____ Date _____