

BOQUET VALLEY CENTRAL SCHOOL



**1:1 CHROMEBOOK
IMPLEMENTATION
2024-2025**

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SCHOOL CONTACTS

Principal

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Griff “IT”s Facilitators (Griff “IT” s is the name given to our student run help desk

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1:1 PROGRAM POLICY

TITLE AND OWNERSHIP

Chromebook devices are purchased and owned by the Boquet Valley Central School District, who shall issue them for student use throughout the school year. These devices are issued in the same manner as a school textbook or other durable supplies and equipment. Neither the student nor parent have ownership of the device at any time and the Boquet Valley Central School District reserves the right to collect and redistribute devices as needed. Students and parents are required to sign the Parent and Student Use Agreement, which can be found in **Appendix I**.

LICENSE AGREEMENT

The Boquet Valley Central School District is the sole licensee of the software included with the Chromebook device. Any copying, modification, merging or distribution of the software by the student, including written documents, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such license, terms, and laws shall constitute a violation of this policy and may result in additional consequences as outlined in the Boquet Valley Central School District Student/Parent Handbook.

INTERNET & NETWORK USAGE POLICY

The Internet and Network Usage Policy (INUP) outlines the guidelines and behaviors that users are expected to follow when using school technologies. The use of any district-provided technology requires staff, students, and parents to abide by the Boquet Valley Central School INUP, which can be found in **Appendix II**.

STUDENT TECHNOLOGY USE POLICY AND AGREEMENT FORM

The Boquet Valley Central School adopted the Student Technology Use Policy to serve as a guideline for the expectations of students in regards to the use of technology provided by the school system.

Before a student can use any technology at a school, the parent/guardian and the student must review the *Internet and Network Usage Policy* in **Appendix II** of this handbook and return the *Student Technology Use Agreement form*. Violation of the agreement, terms, and laws shall constitute a violation of this policy and may result in additional consequences as outlined in the

RECEIVING AND RETURNING THE DEVICE

1:1 CHROMEBOOK CHECKOUT

Each student will be assigned one Chromebook device to use during the school year. The Chromebook will be

assigned to the student through the Griff “IT”’s management system at the school, in collaboration with CVES. The students will utilize the Chromebook throughout the year and be assigned this same Chromebook for all consecutive years in attendance. The Chromebook, as with other school issued items such as textbooks and library books, is the student's responsibility for instructional use. Any instance of misuse, loss, theft or negligence will be reviewed on an individual basis to determine the amount of financial responsibility (if any) and restitution that the parent or guardian may be required to pay. This handbook outlines the procedures and policies for use to protect the Chromebook investment for the Boquet Valley Central School District. In the event of such negligence, the parent or guardian will be contacted by the principal or principal’s designee.

CHROMEBOOK CHECK-IN

At the end of each year, the Chromebook will be checked back in, on a specific date in June, determined with our Griff “IT”’s team and CVES. If a student transfers to another school for any reason during the school year, the device must be checked in at the time of withdrawal. Students who withdraw, are expelled, or terminate their enrollment for any other reason must check-in the device upon withdrawal. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified. Chromebooks are considered property of the Boquet Valley Central School and should be treated as such. Chromebooks will be examined periodically for damage and fees may be issued if damage is found beyond normal usage.

DEVICE USE, CARE & MAINTENANCE

The student is responsible for the safety and security of the device and any activity associated with the device. It is the responsibility of the student to know where his/her issued Chromebook device is at all times. Any devices left behind or unattended will be taken to the main office. Students who misplace devices will be required to pick up the device and talk to a staff member regarding the importance of accountability of their device. A search query will be conducted every night and all inappropriate searches will be reported to the principal.

User Expectations for Handling and Care of the Device.

- Devices must remain free of any writing, drawing, stickers or labels that are not applied by Boquet Valley Central School.
- Use the device on a flat, stable surface.
- Do not place books or pressure on the device.
- Do not store the Chromebook with the screen in the open position.
- Do not place items between the keyboard and screen.
- Do not place the device near magnets or anything with high electric current.
- Do not have food or drinks around the device.
- Do not pick up the device by the lid (screen).
- Do not attempt to clean the device.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight.
- Do not transport the device (lift, carry, etc.) while it is open. It must be closed when relocating.
- When moving between classes, the device must be closed and placed in a book bag, transport

case, or carried close to the body.

- Do not leave the device unattended in an unlocked or unsecured location (i.e. gym, bathroom, cafeteria, library, bus, etc.)
- Devices must be properly charged and ready for use each day. Charger should be kept in a readily accessible place in the event the Chromebook loses its charge.

PRINTING

Students may only print materials related to their classes and assignments. Prior to printing, a student should ask permission to print from a staff member or teacher.

PASSWORDS AND BACKGROUND IMAGES

It is the responsibility of each student to protect their password. Passwords should never be shared. If a student forgets his/her password, or believes someone has accessed their password, the students should immediately report it. Each Principal and Technology Facilitator will be trained on resetting passwords. Principals and Technology Facilitators will either reset it upon request or submit a ticket to have the password reset. Inappropriate media should never be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by Boquet Valley Central School may result in disciplinary actions.

AUDIO RESTRICTIONS

Unless specified to the student by the teacher, it is required that sound be muted at all times. Headphones may be used at the discretion of the teacher but will not be provided to students by the Boquet Valley Central School District. If allowed, students can purchase a pair of headphones/earbuds for personal use. It is recommended that earbuds are not shared between students.

SCHOOL COMMUNICATIONS, EMAIL, SOCIAL NETWORKING

Any communication that is deemed inappropriate will not be tolerated and subject to internal and possible external investigation. All employees and students must adhere to the terms and agreements established in the Boquet Valley Central School Internet and Network Usage Policy. Since the Chromebook is a tool used for learning, unapproved social networking sites are restricted from use. Violations of the above user expectations, the Boquet Valley Central School Internet and Network Usage Policy, Boquet Valley Central School District Student/Parent Handbook., and/or Student Technology Use Agreement may result in disciplinary repercussions as decided upon by building administration, including, but not limited to:

- Restrictions placed on device use
- Notification of parents
- Detention or suspension from school and school related activities
- Loss of device privileges
- Legal action and/or prosecution
- Financial Consequences

SAFETY AND SECURITY

PRIVACY

Students have been issued a username and password that allows them access to a personal Google Drive and some shared Drives. It is extremely important that students never give their username or password to any other student. By doing so, they will be held accountable for all internet or network actions that may take place as a result of other students posing as them. Students who attempt to hack into other systems or steal student or staff information may be subject to school disciplinary actions and legal actions, if deemed necessary.

UNAUTHORIZED USE OF DEVICES

All internet traffic is monitored by our filter program. Parents and Guardians will be notified by the principal or principal designee if their child's account has been tagged because of inappropriate use of the device or network. Students who use a device in an inappropriate way may be subject to school disciplinary actions as outlined by the Boquet Valley Central School District Student/Parent Handbook. These actions will be based on the severity of the inappropriate action or materials.

DISCIPLINARY MEASURES

Non-compliance with the Student Technology Use Policy or Boquet Valley Central School policies may result in one or more of the following actions:

- Restricted use or loss of Chromebook device privileges. Possession of a Boquet Valley Central School District Chromebook device may be revoked at any time.
- Students and parents may be required to make full financial restitution for any unauthorized expenses incurred or damage caused by inappropriate actions.
- Students may face school disciplinary actions based on district and school policy violations as deemed appropriate by principal and/or designee.
- Students may face legal actions based on the severity of the actions taken.

OPERATING SYSTEM ON YOUR CHROMEBOOK

Chromebooks operate on a modified version of the Chrome browser. It connects to web based resources, apps and extensions provided on the internet. When a Chromebook is initially turned on, it updates automatically allowing the students to operate on the most recent version of the Chrome operating system. If the student's Chromebook needs technical support for the operating system, the teacher must request support by notifying the Technology Department by creating a CVES Help Desk Ticket.

HELP DESK TICKET PROCEDURES FOR CHROMEBOOKS

The CVES Help Desk Ticket System provides direct communication from the employee reporting a concern directly to the BVCS Technology Department. If there is a concern with a Chromebook, the student must immediately report the concern to a teacher or the main office. A Help Desk Ticket should be created by the principal or designee if a Chromebook device has a broken or cracked screen, if a device is stolen, or has any

other damage.

DEVICE & ACCESSORIES REPAIR AND REPLACEMENT

DISCLAIMER

Parents or guardians may be responsible for damages or replacement of the Chromebook due to negligence, misuse or loss. All instances will be reviewed on an individual basis by the principal or designee to determine the amount of financial responsibility and restitution that the parent or guardian must pay. The principal or designee will follow the suggestions outlined in the Parent/Student Handbook.

TIMELINE FOR REPAIRS

A Chromebook Repair Form (**Appendix III**) should be completed immediately if a repair or replacement is warranted. Some repairs for Chromebook devices can be managed on-site, other repairs may be more involved, while more severe repairs will be handled by CVES. Devices that are sent to CVES will be processed in the order they are received and by the availability of the parts needed to make the repair. Some repairs may take over 30 days to complete. If that is the case, the principal will determine if the student should receive a replacement during the repair process.

ON SITE REPAIRS

Once the Help Desk Ticket is assigned to a BVCS IT Tech, they will review the Chromebook damage to determine if the repair can be managed onsite. If the repair can be conducted onsite, the BVCS IT Tech will repair and return the device to the student and update the status to the Help Desk Ticket.

OFF SITE REPAIRS & STATUS UPDATES ON REPAIRS

If the BVCS CVES IT TECH determines that the repair cannot be made onsite, they will have the Chromebook checked out of the management System and note the status of the device in the Help Desk Ticket System. The status of the Chromebook will be updated with each status change. Once the device is repaired, the BVCS IT TECH will return the device to Griff "IT"s support team and have the device checked back into the management system. If a loaner device was issued, it will be retrieved at this time.

LOANER DEVICES

Loaner devices are available on a case by case basis, under the discretion of the administrator and/or Griff "IT" facilitators, and based on availability. The principal or designee may determine that loaner devices may not be available for students who have abused or misused their device. As a school and district, we anticipate the need to loan devices to students who are having their primary devices repaired. While we hope to have loaner devices available to students during these repair periods, there may be times where we do not have any available loaner devices. Under these circumstances teachers will make every effort to allow students to use classroom computers or give the student an alternate assignment of equal value. Loaner devices *may* be assigned to students for the duration of their device repair. Loaner devices will be assigned on a first come, first serve basis.

STUDENT POLICIES & GUIDELINES

Student use of network resources and the Internet is for educational purposes. Adherence to policies and guidelines is required for continued access to technological resources.

Online Safety Instruction

All students continue to be educated about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and cyber-bullying awareness and response.

Email and Telecommunications

In general, any student's use of networks and telecommunication resources must be for educational purposes. School system rules for student communication also apply in the online environment. Students must respect and adhere to policies in the Boquet Valley Central School District Student/Parent Handbook as well as any other applicable policy, and local, state, and federal law.

Students shall:

- Login and use network resources only with their student account.
- Logoff and close applications immediately after completing work to prevent unauthorized use of the user ID.
- Not use email, chat rooms, net meeting rooms, and other forms of direct electronic communication including instant messaging systems unless authorized by the district and directly supervised by a teacher. School system rules prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, bullying, cyber-bullying, or any form of terrorizing language which shall apply to all forms of electronic communications. The student and parent or guardian shall sign the Boquet Valley Central School District' Internet and Network Usage Policy agreement prior to their chromebook issue.
- Not distribute private information about themselves or others.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not view, use, or copy passwords to which they are not authorized.

Network and Internet Use

Students shall:

- Use Internet search engines and/or other Internet tools only under the direct supervision of teachers.
- Observe copyright laws, citing the source of information accessed over the Internet using a standard system as directed by the teacher and/or librarian.
- Not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, stolen materials, or illegal copies of copyrighted works, including, but not limited to, music, games, and movies.
- Not intentionally access, transmit, copy, or create any materials or visual depictions on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening,

harassing, terrorizing, or harmful to minors. All forms of cyber- bullying are strictly prohibited.

- Not attempt to gain unauthorized access, including so-called “hacking” or otherwise compromise any computer or network security or engage in any illegal activities on the Internet including willfully introducing a computer virus, worm or other harmful program to the network.
- Not use, download and/or install any file sharing program or anonymous proxy programs or websites that bypass the district filtering systems.
- Not use technology resources to further other acts that are criminal or violate the school or district Code of Conduct.
- Not make any purchase on the Internet while using school equipment or Internet service.

Boquet Valley Central School District does not guarantee the right to use the Internet and reserves the right to suspend or terminate the privilege of any individual at its sole discretion without notice, cause, or reason.

Any violation of this policy may result in the loss of access to the Internet through the BVCS network. Additional disciplinary action for students will be determined in accordance with existing rules and procedures, both administrative and as stipulated in the BVCS Appropriate use guidelines, and including applicable law enforcement agencies when necessary.

Password requirements for BVCS Chromebooks:

Passwords keep information safe and to prevent potential security breaches. Each student is assigned a password as a method to provide unique access to information technology resources and information. The student will be prompted to save this password. Passwords shall never be shared with others; unless a legitimate business reason exists (e.g. sharing a password with the BVCS Help Desk to solve a computer related problem). If a student suspects their password has been compromised, it should be changed immediately and reported to the BVCS technology help desk or administration.

A poorly chosen password may result in the compromise of the BVCS network. A strong password:

- Has both upper and lower case letters.
- Has digits or punctuation characters as well as letters.
- Is at least eight alphanumeric characters long.
- Is easy to remember and hard to guess.
- Can be typed quickly.
- Is changed at least once every forty-five days.

Do not use:

- The same password for multiple computer or network systems.
- Personal information (pets, names, phone numbers, etc.) as passwords.
- Easy to guess or identify passwords such as 1234 or QWERTY.
- Your password on a computer you suspect may have viruses or malware.

It is important to note that the practice of writing down your passwords is discouraged, but allowed if it is stored in a secure location.

Sensitive/Confidential Data Handling

The purpose of this policy is to establish awareness and provide guidance on the proper handling of

confidential and sensitive information, including but not limited to Social Security Numbers (SSN), credit card numbers and Federal ID numbers maintained by BVCS. Forms of communication include but are not limited to oral or written words, screen displays, electronic transmission (such as email and attachments), printed material, USB storage device, etc.; whether it is a partial or full display of the number.

- Do not use SSNs as the primary identifier for any person or entity in any system, unless it is a mandated necessity.
- Confidential or sensitive data may not be copied without authorization from BVCS administrators.
- Confidential information shall be encrypted before communicated via e-mail or transferring via portable storage devices.
- Recipients of confidential or sensitive data shall not disclose the contents to any individual unless that person has a valid need and proper authorization from BVCS Management.
- The principle of least privilege must be followed in giving access to data.
- Access privileges must be reevaluated regularly; access rights should be revoked or changed accordingly to reflect an individual's role, responsibilities and employment status.
- Any release, exposure or potential exposure of confidential information to an unauthorized third party or unauthorized access to BVCS's system must be reported immediately to district management.

GENERAL DISTRICT TECHNOLOGY POLICIES

Installation and Maintenance of Hardware and Software

Installation and maintenance of hardware and software in BVCS schools and offices shall be directed and performed by the appropriate district technology staff. The following guidelines shall be observed:

- Computers and other network devices shall be installed and maintained only by authorized staff. The board has an obligation to ensure that software on its computers is being used legally. According to the software license and to ensure that any software installed does not create problems on
- A network license must be in effect for any software installed on a network file server.
- All software installed on district computers must be related to the educational or business purposes of the BVCS School System.
- Migrating to an upgraded computer does not carry with it the right to "migrate" software unless the Software is removed from the original machine and/or properly licensed

Remote learning

Use of video conferencing in schools must be approved by the appropriate site and district administrators prior to implementation and use. Appropriate uses include online courses through teacher invites in Google Meet, online collaborations, and/or virtual field trips to enhance the comprehensive curriculum, and other approved educational activities, including professional development. BVCS student and parent(s) or

guardian(s) shall sign an BVCS Internet and Network Usage Policy prior to an email account and/or access credentials being issued.

Outside agencies and Organizations

Any project in a BVCS school or facility that is initiated and funded by non-BVCS agencies or organizations must be planned in conjunction with the Department of Technology Services (CVES) to ensure that appropriate standards and procedures are followed.

Disclaimer: Neither BVCS nor CVES will assume responsibility for maintaining, installing, operating, or repairing any technology installations initiated by outside agencies without prior written agreement approved by the superintendent, CVES, and/or other authorized designee(s).

The Board expects all employees and students to cooperate in good faith with established policies and rules in order to preserve the integrity of network resources and Internet access for all users.



**Boquet Valley Central School - Mountain View Campus
Student and Parent Use Agreement: Chromebook**

Student Last Name: _____ First Name: _____

Grade Level: _____

BVCSD agrees to:

- Provide a Chromebook for each student, including a loaner device if a Chromebook needs repairs.
- Provide filtered Internet access on the Chromebook.
- Provide Google Apps for Education and other educational applications that support learning in the classroom and at home.

Student agrees to:

- Take good care of the Chromebook in all locations.
- Bring the Chromebook to school every day, fully charged.
- Be a responsible digital citizen.
- Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies
- Report any damage or loss, whatever the cause, to your principal or main office as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Follow the Student Acceptable Use Guidelines outlined in BVCSD’s policy.
- Return the Chromebook and accessories to BVCSD at the end of each school year. Students who withdraw from enrollment for any reason must return the Chromebook on or before the date of withdrawal.

Parents/Guardians agree to:

- Ensure your student understands appropriate care of Chromebook in all locations.
- Review responsible digital citizenship with your student.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to school immediately. Report vandalism or theft to administration immediately.

Student Signature _____ Date: _____

Parent Name _____ Date: _____

Parent Signature _____ Date: _____



COMPUTER NETWORK FOR EDUCATION

Parent/Guardian Consent And Waiver Form

By signing the consent and waiver form, I give my permission for my child(ren) to be afforded access to the District’s computer network system and the Internet for the 2024/2025 school year.

I understand that my child(ren)’s access to the District’s computer network and the Internet is designed solely for educational purposes and that the district will attempt to discourage access to objectionable material and communications.

I also understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child(ren) to access these materials inadvertently or if he/she chooses to behave irresponsibly. I further understand that it is possible for undesirable or ill-intended individuals to communicate with my child(ren) over the Internet, that there are no practical means for the District to prevent this from happening, and that my child(ren) must take responsibility to avoid such communications if they are initiated. While I authorize District staff to monitor any communications to or from my child(ren) on the District’s computer network and the Internet, I recognize that it is not possible for the District to monitor all such communications. I have determined that the benefits of my child(ren) having access to the District’s computer network and the Internet outweigh potential risks, and I will not hold the District responsible for materials acquired or contacts made on the District’s network or the Internet.

If and when my child(ren)’s use of the District’s computer network is not a school setting, I will monitor my child(ren)’s use of the system and his/her potential access to the world-wide Internet and will accept responsibility in that regard.

Parent Signature _____ Date _____

Student Agreement

I agree to abide by the District’s internet safety and acceptable use provisions. I understand that I have no right to privacy when I use the District’s computer network and the Internet, and I consent to District staff monitoring my communications. I further understand that any violation of these provisions may result in suspension or revocation of my system access and related privileges, other disciplinary action, as appropriate, and possible legal action.

Student Name _____ Student Signature _____

Student Name _____ Student Signature _____

Student Name _____ Student Signature _____

Student Name _____ Student Signature _____

Appendix II



Chromebook Repair Form

If your Chromebook is in need of repair, please fill out this form (including parent/guardian’s signatures) and return the completed form to the: **Mountain View Campus - Main Office.**

Student Name: _____ Grade: _____

School Email Address: _____ Homeroom: _____

Google Password: _____ Date of Incident: _____

Asset Tag Number: _____ Chromebook Serial Number: _____

Date Loaner Chromebook was Issued: _____ Loaner Serial Number: _____

Issue(s) with Chromebook: Type of Loss:

_____ Cracked Screen/Broken Housing

_____ Can’t Connect to Wifi

_____ Accidental/Damage

_____ Chrome OS Crashing

_____ Black Screen

_____ Missing Keys

_____ Not Charging or Slow to Charge

_____ Missing Charger

_____ Vandalism

_____ Theft

_____ Power Surge by Lightning

_____ Police Report Attached

_____ Fire/Flood/Natural Disaster

Other: _____

Student Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/GuardianSignature: _____ Date: _____

Appendix III