

# 1:1 Chromebook Expectations and Responsibilities

## **Student Chromebook Care & Responsibility**

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During your class, remind students to:

The following activities distract students from fully immersing in learning:

Transitions:

End of the Day Routine:

# Student Chromebook Care & Responsibility

## *When getting your Chromebook from the Cart:*

1. Unplug your Chromebook before removing it from the cart.
2. Make sure that you take your own chromebook by checking the name.

## *Transitions:*

1. Put your Chromebook into your padded case.
2. Carefully carry your Chromebook with a two handed "football hold" to your next class.
3. Chromebook screens are sensitive are easy to damage.
  - a. Keep your Chromebook closed as you carry it..
  - b. Do not put excessive pressure on your closed chromebook.
  - c. You should never pick up the Chromebook by the screen.

## *When using a Chromebook in Class:*

### *Before*

1. Clear off a space on your desk to use your Chromebook (including your chromebook case).
2. No food or drinks while using your chromebook.
3. Do a quick inspection of your Chromebook. Let your teacher know immediately if there is any damage to your Chromebook.

### *During*

4. Log into the Chromebooks using your PSB-issued Google credentials. You will not use personal Gmail usernames and passwords.
5. Use your technology only when directed by approved by the teacher.
  - a. Close all tabs from previous class activity
  - b. Open only those sites and/or documents that have been
    - i. Specified by the teacher
    - ii. Approved for a project that you are currently working on
6. If you are using your Chromebook not on your desk, make sure it is in a safe location. This could include another flat sturdy surface or in your lap. The Chromebook should never be used or left on the floor. *For example, there are times when students work out in a hallway - if a student is working away from a table/desk they should still have their computer off the floor - such as on a stool, etc.*
7. You may notice your teacher moving around the room while you are using your Chromebook. That is because Chromebooks can only be used under direct supervision and only during class time.
8. Follow your teacher's prompts to close or turn your technology so that they have your full attention. Your teacher may ask you to close your chromebook (0°), close it to (45°) for quick announcements, close it to (45°) and turn it around if they are having trouble getting your attention.

### *Cafeteria/ Recess:*

1. You MAY NOT use computer while you are eating since no food or drink is allowed near the Chromebook.
2. If you choose to remain in the cafeteria during recess, they may work on computers. ChromeBooks can only be used for school-related work, NOT entertainment in a designated area of the cafeteria under para supervision.
3. ChromeBooks CANNOT be used outside unless under DIRECT classroom teacher supervision during class time.

### *When returning your Chromebook at the End of the Day:*

1. Chromebooks need to be returned to your digital locker cart by 2:35. Return your ChromeBook **first** before going to your locker or talking to friends.
2. If you are working with another teacher after-school, let the teacher in charge of your digital locker cart know that you will be storing the chromebook on another teacher's cart that night.
3. Return your Chromebook to your assigned digital locker cart and numbered space.
  - i. Return your chromebook in its case. Take out your chromebook after you get to the cart. Put the ChromeBook in the cart properly. Then, return your case to your backpack or locker.
4. Double check that your Chromebook is fully plugged in and that the red light is lit.
5. Let your teacher know if there are any problems or damage.

### *General Guidelines to Consider:*

1. You may not place labels, stickers, or adhesives, or write on, tag, put graffiti or any other markings on the Chromebook. Do not tamper with the asset tags and other labels put onto the chromebooks by PSB.
2. Streaming content can lead to slower network performance and impact teaching and learning. Because of this, you are not permitted to stream content other than instructional material on PSB-issued Chromebooks using the PSB network.
3. You should not access the [Chrome Web Store](#) unless you've received permission from your teacher.

## Student Workflow and Logical Consequences

*Plan with students to develop a workflow that will help them to be successful  
Logical consequences for students who misuse or abuse our technology.*

### *Misuse of Technology\*:*

- First Offense - Logical consequences based on offense (For example: Using youtube during class inappropriately? Loss of wifi for 2 days); possible loss of device
- Second Offense - Continued logical consequences, student and teacher /Mr. Durant make a success plan; possible loss of device
  - If a teacher feels it is necessary to contact a family after a second offense, the teacher will communicate the concerns via email.
- Third Offense - Seating preferences in class so student screen can be visible; check in with administrator; possible loss of device; parents receive notice of concerns.
- Fourth Offense - Loss of ChromeBook; parent meeting; contract

### *Not Following Our Care & Responsibility Protocols\*:*

- First Offense - Logical consequences based on offense (For example: Using youtube during class inappropriately? Loss of wifi for 2 days); possible loss of device
- Second Offense - Continued logical consequences, student and teacher /Mr. Durant make a success plan; possible loss of device
- Third Offense - Seating preferences in class so student screen can be visible; check in with administrator; possible loss of device; parents receive notice of concerns.
- Fourth Offense - Loss of ChromeBook; parent meeting; contract

**\* Please note:** students who misuse technology may, on occasion, move directly to parent meeting and/or loss of privilege. We work to enact progressive support and discipline, but take each incident case by case.

## ***Teachers - Helping to make our 1:1 Technology Program Successful.***

<https://docs.google.com/document/d/1FeKm1aDv2a8G-DTotfJW0dID9NSCirJINePFbsGBePs/edit?usp=sharing>

During your class, remind students to:

1. Keep their Chromebook closed as they carry it around class.
2. If they are using their Chromebook not on a desk please make sure it is in a safe location. This could include another flat sturdy surface or in your lap, even if working in a hallway or other non-table surface. The Chromebook should never be used or left on the floor.
3. Students should use your technology only when directed by approved by the teacher.
  - a. Close all tabs from previous class activity
  - b. Open only those sites and/or documents that have been
    - i. Specified by the teacher
    - ii. Approved for a project that you are currently working on
4. Be aware of what our students are doing by arranging your seating and moving around the room while students are using your Chromebooks. If students are working in hallways, you are responsible for monitoring this work as well.
5. Use our prompts to get your students' full attention. Have students close their chromebook (0°), close it to (45°) for quick announcements, close it to (45°) and turn your computer away from you. if you are having trouble getting students' attention.

*The following activities distract students from fully immersing in learning:*

1. Playing games not part of a class activity
2. Taking selfies using chromebook, unless part of class activity
3. Doing work for other classes, unless approved by teacher
4. Checking grades during class time
5. Doing web searches not directly related to class activity

*Transitions:*

1. As students, are preparing to leave your class remind students to put their ChromeBooks in their padded cases and carry their chromebooks with two hands between classes. When students are carrying the ChromeBook and a pile of books, the safety of the ChromeBook remains paramount.
2. At the end of our last period class, remind students to promptly return their chromebooks to the cart. Our expectation is that the chromebooks are returned by 2:30.

*End of the Day Routine:*

1. Students need to return their chromebooks to their digital locker by 2:30. They need to return their ChromeBook first before going to their locker or talking to friends.
2. Report, with a quick email, any missing chromebooks to Asa, Michael, and me. I will make sure I discuss this with each student (each time).

