



**AMITYVILLE UNION FREE SCHOOL DISTRICT**

150 Park Avenue, Amityville, New York, 11701

**MARY T. KELLY, Ed.D.**

**Superintendent of Schools**

[mkelly@amityvilleufsd.org](mailto:mkelly@amityvilleufsd.org)

**Telephone: (631) 565-6019**

**Fax: (631) 598-6516**

---

Dear Parents and Guardians:

I am pleased to inform you that students at Edmund W. Miles Middle School will be receiving a Chromebook for their use at home and in school. This is part of a District-wide educational technology initiative, thanks in part to a generous grant from New York State Senator John E. Brooks, in which students at Northwest and Park Avenue schools will have access to Chromebooks for use in their classrooms and, beginning this year, students at the Middle School will be assigned a Chromebook for use at home and in school. Next year, students at Amityville Memorial High School will be receiving Chromebooks for use at home and in school. Please see the attached Chromebook Handbook for more information about this exciting opportunity!

Chromebooks will be distributed by grade level at an informational meeting on Tuesday, February 12, 2019, at the Middle School cafeteria, in accordance with the following schedule:

Tuesday, February 12, 2019, 6 PM: Grade 7

Tuesday, February 12, 2019, 7 PM: Grade 8

Tuesday, February 12, 2019, 8 PM: Grade 9

Parents and guardians must attend this meeting with their children in order to receive a Chromebook; if you have more than one child on different grade levels at the Middle School, you will only have to attend one session.

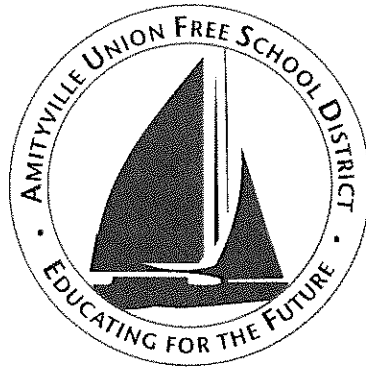
Please contact the Middle School at 631-565-6200 if you have a conflict with this schedule or require additional information or assistance.

I look forward to seeing you on Tuesday, February 12, 2019!

Yours truly,

Mary T. Kelly, Ed.D.

Superintendent of Schools



# ***Amityville Union Free School District*** **Chromebook Handbook**



# Introduction

This handbook provides information regarding the Chromebooks used at the Amityville Union Free School District.

Benefits of Chromebooks include:

- Chromebooks are configured remotely through the Google Administrative software. There is no software to install.
- Chromebooks provide twenty-first century technology and learning opportunities for our students.
- Chromebooks enhance classroom lessons and add to students' interest in a variety of topics.
- Chromebooks shift classes from a direct instruction model to an interactive model, which fosters students' engagement, problem-solving, creativity, critical thinking, and collaboration skills. This also includes increased use of research tools and online publishing.
- Chromebooks provide state-of-the-art technology for schools. Chromebooks boot up in 7 seconds and hold a battery charge of approximately 8 hours.
- Chromebooks and Google Apps offer new and exciting ways for students to learn, and prepare students for higher education and today's workforce. Hundreds of school districts across the nation and around the world have switched to Google Apps and Chromebooks. Many colleges and universities also utilize Google Apps.

One of the goals of the District's Technology Plan is to foster twenty-first century learning, which refers to the acquisition of the skills needed for students to be successful in today's world, such as collaboration, critical thinking, problem-solving, and digital literacy and citizenship.

With many colleges and universities adopting Chromebooks and G Suite for Education as digital learning tools, the Chromebook initiative prepares our students for the college experience and will assist in their transition from high school.

**The policies, procedures, and information within this document apply to all Chromebooks used at Amityville Union Free School District 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 classrooms.**

# Receiving Your Chromebook

***Parents and students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued.*** This document will need to be signed during student registration and/or during designated Chromebook evening meetings.

## **Insurance**

Amityville Union Free School District purchased an insurance plan to cover accidental damage and documented theft. For more information, see page 10.

## **Training**

Students will be trained on how to use the Chromebook by their teachers and administrators. Training documents and videos will be available online for students to refer to when needed.

## **Return**

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at Amityville UFSD.

Any student who transfers out of Amityville UFSD will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

# Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook assigned to them. Chromebooks which are broken or fail to work properly must be taken to the Library Media Center for inspection. If a loaner Chromebook is needed, one will be issued to the student until the Chromebook can be repaired or replaced. The Library Media Center staff will sign out the loaner Chromebook and sign it back in when it is returned.

## General Precautions

- No food or drink is allowed next to the Chromebook 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 the Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring the Chromebook to room temperature prior to turning it on.

## Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. It is recommended that students carry the power cord in the same bag as the Chromebook.

## 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 the carrying case that will press against the cover.
- Do not poke the screen. Do not leave the Chromebook in direct sunlight or near a heat source. 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.

# Chromebook Care and Handling

## General Handling

The Chromebook is fun to use and a great tool for learning, but it is not a toy. Remember, it is still a computer and, as such, it must be handled with care. There are several things you can do to make your Chromebook last longer and offer you a trouble-free and rewarding learning experience.

## Care

One of the best features of your Chromebook is the fact that it is portable. It enables you to take your homework and information wherever you go. When transporting your Chromebook there are a few simple things you can do to protect it.

- When you put your Chromebook in your protective case, remember it is there. Don't throw the protective case on the floor, use it as a backrest on the bus, cram it in your locker or backpack, etc.
- Place it in its protective case when you're not using it. It is especially important that your Chromebook be in the protective case whenever you're moving it from one location to another.
- Keep your Chromebook dry, and protect it from rain and snow and any liquid.
- Do not eat or drink near where you are using your Chromebook .
- Close the lid of your Chromebook before carrying it from one location to another. This ensures all mechanical and moving parts are not damaged during transit. Moving the Chromebook with the lid open also makes it more difficult to handle. Always use two hands when handling your Chromebook
- Remember, it is fun to use, but it is a computer
- Close your Chromebook carefully-from the center of the screen---don't slam it shut!
- Do not use your Chromebook as a folder to store papers.
- Use your Chromebook on a flat, hard, stable surface.
- Do not insert things, especially metal objects, into the openings of your Chromebook .
- Plug in your Chromebook when you get home from school or before you leave school so that your battery is fully charged for the next day.

## Cleaning

- Wipe surfaces lightly with a clean, soft cloth.
- Do NOT use water or other cleaning solutions on your Chromebook.
- To keep the screen clean, do not touch the screen with your fingers.

## Power Cable

- The Power Cable should be lined up straight with the connector when inserting and removing.
- Be careful not to jerk / pull / twist your Chromebook around when the cables are attached.

## Wireless Internet

- Your Chromebook is a wireless only device.
- A wireless network is required to use the device.
- If there is no WiFi at home, WiFi access will be provided. The device can also be used offline. Any changes will sync once the device is back on the network at school.

# 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 teacher sites can 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 are responsible for ensuring that the Chromebook is fully charged each evening so that it is ready for the next day's class lessons at the start of each day.

## At Home

All students are required to take their Chromebook home each night throughout the school year for charging. **Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. When fully charged at home, the battery should last throughout the day.**

## Printing

**At School** Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

**At Home** The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

## 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 miniSD 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 Your Chromebook

**Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Amityville UFSD. Spot checks for compliance will be done by administration or Amityville UFSD Technicians at any time.**

Students may add **school-appropriate** music, photos, and videos to their Chromebook, if allowed by their teacher(s). Personalized media are subject to inspection and must follow the Amityville UFSD acceptable use policy (AUP).

## 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 via the Google Drive Synch app. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest 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, based upon administrator/teacher requests. 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 Amityville UFSD.

### 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.



# Protecting and Storing Your Chromebook

## Chromebook Identification

Chromebooks will be labeled in the manner specified by the Amityville UFSD.

Chromebooks can be identified in the following ways:

- Record of serial number and Amityville UFSD
- Individual's Google Account username

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

## Storing Your Chromebook

When students are not monitoring their Chromebook, they should be stored in their lockers **with the lock securely fastened**. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook should be charged fully each night at the student's home. Chromebooks should **never** be stored in a vehicle.

## Storing Chromebooks at Extra-curricular Events

Students are responsible for securely storing their Chromebook during extra-curricular events.

## Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

## Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the user guide.

# Repairing or Replacing the Chromebook

## Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the school main office. To obtain a loaner Chromebook, the students' homeroom teacher must contact the Amityville Library Media Center.
- If repair is needed due to malicious damage, 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. Such misuse includes major scratches and damage to the unit itself, etc. Parents will be billed for Samsung parts and necessary labor required in such circumstances.

## Accidental Damage or Loss Protection

As part of the 1:1 Chromebook initiative at Amityville UFSD, the district purchased an insurance policy. Under this insurance policy, the Chromebooks are protected against accidental damage or loss due to an act of nature. The Amityville UFSD requires that a police report be submitted in cases of theft.

This insurance policy **does not** cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Amityville UFSD will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/guardians will be charged for full replacement cost of a device that has been damaged as a result of intentional misuse, neglect, or abuse.**

# Chromebook Device Insurance

The District has purchased an insurance plan for each Chromebook that will be taken home by students. This policy will cover:

- Accidental damage (includes drops, cracked screens, liquid spills)
- Vandalism
- Natural disasters
- Liquid submersion
- Power surge
- Theft (documented)
- Fire/flood damage

## **Lost or Intentionally Damaged Device and Accessories**

Chromebooks and/or any of its accessories that are lost (whereabouts unknown) or intentionally damaged are the responsibility of the students and parents involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

All students will turn in their Chromebook for summer maintenance at the end of the school year, or upon leaving Amityville Union Free School District. All aspects of Amityville Union Free School District's Acceptable Use Policy remain in effect, except as mentioned in this section; i.e. Google Docs.

# Chromebook Technical Support

The Library Media Center is the first point of contact for troubleshooting issues with the Chromebooks.

## **Actions Required in the Event of Damage or Loss**

Report the problem immediately to the building principal or technology staff. If the computer is stolen or vandalized while outside the District or at a District sponsored event, the parent shall file a police report. Services provided by the Tech Office include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

## **Email**

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through the Amityville UFSD Google Apps for Education system managed by Amityville UFSD. The interface can be monitored by network administrators and is subject to filtering of inappropriate content. The Amityville UFSD Google App for Education account will be set up to allow students to email students/teachers internally in our own domain for safety's sake. Students will not be able to email external email addresses, unless a change in this policy is made by the Amityville UFSD. **Students should only login to the Chromebooks using the official Amityville UFSD Google account login given to them. Students should not login or attempt to login to any other private Google account of their own on the school Chromebooks.**
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission; the Google Chat app will be turned off for all students, unless a teacher requests the app be turned on for an educational purpose which must be approved by the Amityville UFSD school principal.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other Amityville UFSD students and faculty.

## **Substitution of Equipment**

Report any problem immediately to the building principal or main office staff. If the computer is stolen or vandalized outside of the District, the parent must file a police report. In the event the computer is inoperable, the District has a limited number of spare Chromebooks for use while the computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. If a substitute Chromebook is needed for a one day

basis, the student's teacher should be notified by the student immediately. The teacher will then contact the Library Media Center to see if a substitute is available for that day. The Chromebook must be signed out in the Library Media Center by the student and signed back in by the student prior to the end of that day.

The District reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. The student or parent may not purchase replacement parts, cases, or other items issued to the student on their own; payment shall be made to the Amityville Union Free School District in accordance to the schedule previously mentioned and equipment will be purchased by the Amityville Union Free School District to ensure interoperability and uphold terms dictated by the equipment warranty provider.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
- Lending equipment to others or using equipment in an unsafe environment or unsafe manner.

### **General Care**

- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the computer that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the computer. Always completely close the lid before moving it, even for short distances.
- Always store the computer in a bag / book bag. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the computer other than the computer itself as this may damage the screen.
- Shut down laptop if closing case for an extended period of time.
- Do not grab and squeeze the computer, as this can damage the screen and other components

### **Disclaimer**

Given the nature of technology use and applications, Chromebook handbook provisions are subject to change over the course of the school year. If such changes occur, students and parents will be notified via school publications and web postings.

## Amityville Union Free School District Chromebook Agreement

My parent/guardian and I have read this Chromebook Handbook/Policy. I agree to abide by the Amityville UFSD Acceptable Use Policy (AUP). I also agree that:

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will report any missing Chromebook and/or any technical issues to my teachers and the main office.
- I will read through the Amityville UFSD Policy Handbook and Agreement fully.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals and will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night. I will bring my Chromebook to school each and every day.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble or attempt to 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, following all copyright laws. I will not load or attempt to load or use any file-sharing programs using the Chromebook.
- **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook/case. I will not remove the Amityville UFSD label from my Chromebook.**
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Amityville UFSD. If I leave the district, I know I must return the Chromebook prior to leaving.
- I will follow the policies outlined in this Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I realize that my family is fully responsible for costs of repairing or replacing the Chromebook due to loss, theft, abuse and/or gross negligence. If it is intentionally damaged, I am responsible for the full replacement cost.
- 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Amityville Union Free School District Google Account Agreement

**Students and parents must read and sign the following agreement to gain access to student Google accounts.**

**Acceptable Use Policy:**

Amityville UFSD Computer and Google Drive

I understand that I may not:

- Use the Internet at school to connect to sites which are inappropriate, obscene, offensive, etc.
- Send, display or save offensive messages or pictures via email, instant messaging or any other means.
- Use inappropriate language in any form of online communication.
- Harass, insult or attack others via email, instant messaging, or any other online/Internet means.
- Use another person's email account or any other account belonging to another person.
- Share personal information about others without their permission. This includes photos and videos.
- Share school passwords with other students.
- Pose as another person while using any form of electronic communication (email, chat, text, etc.).
- I understand that these rules apply whether I am using a school computer or a personal laptop that I have brought from home or if I am accessing my school account from home.
- My computer use will be suspended if I use it inappropriately.

Amityville UFSD Student Gmail Account

I understand that:

- My school Gmail account is to be used only for school-related work; the purpose of having this account is to help me learn how to use email effectively to communicate with my teachers and classmates in order to accomplish my school work.
- I may not use my student Gmail account in any way that could be hurtful, harassing or disruptive to anyone else.
- I may not share the password for my student Gmail account with anyone else because I will be held responsible for how my email account is used.
- Messages with inappropriate or offensive language that are sent or received through the student Gmail system may be read by a teacher or administrator if there is reason to believe that there is misuse of my account.
- My student Gmail account may be suspended if I use it inappropriately.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date