



WESTINGHOUSE ARTS ACADEMY
CHARTER SCHOOL

Chromebook Handbook 2019-2020

Chromebooks at Westinghouse Arts Academy

Chromebooks are not just an accessory to supplement learning at Westinghouse Arts Academy, they are an integral part of the delivery of our educational program. Students use Chromebooks to access the academic curriculum as well as resources and lessons in arts courses. Chromebooks allow our teachers to give students access to a vast array of resources including curricular materials, apps that enhance instruction, and expanded learning experiences.

Chromebooks also connect students to GSuite, Google's productivity suite including email, word processing, spreadsheets, and personalized storage. Chromebooks are secure and virus-free, update themselves automatically, and are managed by Westinghouse Arts Academy through Google's Management License.

This handbook will provide students and parents with information on our expectations for students' use of Chromebooks, how to care for them, our Chromebook agreement, and options to protect the Chromebook assigned to your student.

Chromebook Loan Program

A Chromebook, case, and charger in good working order will be loaned to each student for the school year. We will determine at a later date whether students will be permitted to keep the Chromebook over the summer. By signing the agreement at the end of this handbook and taking the assigned Chromebook off school premises, students and parents indicate acceptance of the responsibility for the protection of the device and its accessories and agree to keep it secure and functioning properly.

This equipment is loaned to the student for educational purposes only and remains, ***at all times***, the property of Westinghouse Arts Academy. The equipment is for student use only and should not be used by family or friends. Inappropriate use of the device may result in the student losing the privilege of taking the Chromebook off school premises. **The Chromebook must be returned immediately if the student withdraws from Westinghouse Arts Academy or if requested for maintenance purposes.**

The Chromebook may be used by the student only for non-commercial purposes, in accordance with Westinghouse Arts Academy's Acceptable Use Policy, Internet Safety Policy, as well as local, state, and federal law. Any personal files, apps, photos, or videos may be deleted if space is needed for educational materials. Students should not have any expectation of privacy on school-owned Chromebooks. Westinghouse Arts Academy may access devices and monitor use at any time.

Acceptable Use Of Computers, Computer Facilities, and Computer Resources

1. Purpose

The Westinghouse Arts Academy Charter School ("WAACS") Board encourages and supports the appropriate use of computer technology for staff and students as part of the instructional program and administrative responsibilities. The appropriate use of technology can improve and accentuate learning and teaching. WAACS maintains a technology infrastructure that is designed to facilitate the appropriate use of technology for students and staff.

Computer networks may be contained within one classroom or within one building (local area network- LAN), may link several buildings together (wide area network- WAN), or they may extend beyond the borders of WAACS (Internet). Regardless of the size or scope of the computer network, WAACS rules, policies, and guidelines will apply to all users who are using the school district's LAN or WAN, or who are accessing WAACS information through the Internet.

2. Authority

WAACS monitors internal network use. This monitoring comes in a variety of forms from suspicious query reports generated from filtering software to the review of emails or Internet use on WAACS accounts. This policy establishes the clear expectation among students and staff that their use of WAACS computers, Internet resources accessed through WAACS LAN or WAN and any other access through WAACS servers may be subject to review at random and/or through a specific search.

The WAACS Board establishes that the use of computers, computer facilities, computer networks, and computer resources is a privilege, not a right. Inappropriate, unauthorized, and/or illegal use may result in the cancellation of the privilege. In addition, when the district establishes that an employee or student has used these resources in violation of this policy, appropriate disciplinary action may be taken in accordance with the district's established discipline policies and procedures.

3. Delegation of Responsibility

The Principal or his/her designee is responsible for the annual review of this policy and proposed amendments or revisions to this Board Policy, as appropriate. Administrators, teachers, and other staff have the professional responsibility to:

- Know the roles and responsibilities outlined in this policy.
- Adhere to the guidelines established in this policy.
- Work together to help students develop the intellectual skills and strategies to discriminate among sources of information, to identify sources of information appropriate for their age and instructional level, and to use the information to meet their instructional goals.

Students and staff have a responsibility to learn the rules and guidelines contained within this policy, including administrative regulations, for the use of computers, computer facilities, computer networks, and computer resources and to abide by them.

4. Definitions

The terms harmful to minors and inappropriate material both mean any text, audio file, picture, image, graphic image file, or other visual depiction that:

1. Depicts, describes, or represents in a patently offensive way, what is unsuitable for minors.
2. Taken as a whole lacks serious literary, artistic, political, or scientific value to minors.

The term hacking refers to the act of gaining unauthorized entry or attempting to gain unauthorized entry into WAACS' computer network, servers, and/or data files for the purpose of:

1. Determining the data structure and security restrictions of the computer system.
2. Making unauthorized changes in the data structure and security restrictions of the computer system.
3. To make unauthorized use of services provided by the computer system for purposes of sharing information regarding all of the above with other unauthorized users.

5. Guidelines

All data files created, transmitted, or stored on WAACS equipment are the property of **WAACS and are not protected by any right to privacy; provided**, however, that student information protected by the Family Educational Rights and Privacy Act (FERPA) or other federal or state statute(s) requiring confidentiality will be treated as confidential according to the terms of the statute(s). No Confidential data shall be transmitted from a WAACS network, unless permitted by applicable law or until appropriate permissions are received according to the law. WAACS expressly declares that its computer resources, computer networks, social media, web page, and related facilities are not a public forum, and reserves the right to deny access to any user whose use would serve to establish a public forum.

Consistent with the terms of Section 2, Authority, no employee or student using WAACS technology shall have any right of privacy or expectation of privacy with respect to anything done with said technology. The technology belongs to, is licensed to, or is accessible through technology that is owned by or licensed to WAACS. WAACS retains all rights as an owner or licensee with respect to all technology that it owns or licenses and has, unless restricted by an express agreement with a third party supplier, the rights of an owner or licensee, including, the rights to use, transfer, inspect, copy, delete, read, or store any such technology.

Prohibitions

All WAACS users must act in a responsible, ethical, and legal manner in accordance with WAACS policy, administrative regulations, and state and federal law. Specifically, the following uses of the computers, computer facilities, computer resources and computer networks are prohibited and constitute inappropriate use:

1. To facilitate illegal activity or any violation of WAACS Policy.
2. For commercial or for-profit purposes.
3. Computer gaming that is not under the supervision of WAACS instructional staff.
4. Product advertisement or for political lobbying.
5. To disclose, use, transmit or disseminate personal or individually identifiable information about any WAACS user, student, or employee other than for approved administrative purposes.
6. To create and/or proliferate hate mail, discriminatory remarks, or offensive, harassing, or inflammatory communication or to participate in any form of bullying/cyberbullying. Such action, when it occurs in a school/work setting and is used to harass, tease, intimidate, threaten, or terrorize another student, teacher, or employee of WAACS will result in appropriate discipline. For activity that takes place outside of the school/work setting, specific attention will be paid to the impact such bullying/cyberbullying has on the school/work setting in accordance with applicable legal standards. WAACS has a specific policy that prohibits bullying and cyberbullying.
7. For unauthorized or illegal downloading, installation, distribution, reproduction, or use of copyrighted material.
8. To access obscene or pornographic materials.
9. To access inappropriate material as defined above.
10. To use inappropriate language or profanity.

11. To transmit material likely to be offensive or objectionable to recipients.
12. To intentionally obtain, tamper with, and/or delete data files that are created by others.
13. To use the computers or computer networks to disrupt the work of others.
14. To destroy, modify, and/or abuse any computer or computer network hardware, software, or data is prohibited. This prohibitive use includes the use of computer viruses or other executable files, to damage or destroy data files.
15. To use electronic mail, instant messaging, social networks, or chat services, unless such use is expressly endorsed by WAACS and is part of the instructional program.
16. To present or proselytize for a particular cause, belief, viewpoint or position that is contrary to or inconsistent with the approved position of WAACS or is not related to bonafide pedagogical purposes.
17. To engage in the practice of “hacking” in order to bypass computer and network security for any purpose whatsoever.
18. To utilize school computer equipment, computer facilities, computer networks and computer resources to violate the policies of WAACS.

Electronic Mail

WAACS recognizes that the use and access of private e-mail accounts by staff and students may be an acceptable use when such use supports the instructional program or supports the professional needs of staff. Except as provided in this policy, no other use of electronic mail or electronic messaging, like chat rooms, social media, or instant messaging will be deemed an acceptable use.

Social Media

As used in this policy, “social media” includes a blog, wiki, Facebook, Twitter, Instagram or any Internet based network that allows virtual contact between users. Social networks are forums for sharing information. They occupy a legitimate place in today’s complex information exchange. WAACS distinguishes between two uses of social media – those used to support the learning and business needs of the school district and social media that is used by individual employees of WAACS.

Organizational Guidelines

Social media, professional networking sites, rapid-fire communications, blog sites, and program-specific websites are all useful technologies. When sponsored and used in WAACS, these technologies must serve WAACS’ unique needs, align with WAACS’ goals and objectives, and be consistent with WAACS Board Policy and Administrative Regulations. Such social media sites must also adhere to all applicable federal, state, and local laws, regulations, and policies, including, but not limited to, those addressing individual privacy and confidentiality.

The Director of Information Technology shall approve all social media sites representing WAACS. The department or program that operates a WAACS social media site is responsible for the content of that site. All employees authorized to post on behalf of WAACS on such social media sites will be approved, trained on this policy, and have appropriate content and technical expertise. The Director of Information Technology and his/her designees shall monitor all WAACS social media sites. WAACS reserves the right to remove any content that is deemed in violation of any applicable policy of the school district or any applicable law.

Personal Social Media

Employees who communicate electronically with students should only conduct such communication through approved WAACS equipment/software and via approved communication vehicles, such as a WAACS-developed social networking page. Employees of WAACS are strongly discouraged from communicating with students via a personal social media page or with personal equipment/software; i.e.,

cell phone, home phone, home computer, etc. using social media software/technologies. Employees are also discouraged from communicating with parents through social media. It is recognized, however, that contacts with parents by cell phone is an acceptable use when the phone contact, by call or text, meets the legitimate needs of the employee in communicating school related information to the parent.

The use of social media by any Employee or student that uses social media, such as, but not limited to, blogging, texting, tweeting, and/or instant messaging, in ways that are contrary to WAACS' interests, or are illegal, or violate anti-discrimination policies will be subject to disciplinary action

Safety

WAACS will take appropriate measures to prevent users of the network from harassment or unwanted communication. Users who receive threatening or unwelcome communications on WAACS network should report them immediately to a Building Administrator. WAACS will take appropriate measures, through the use of hardware and/or software tools, in an effort to prevent any user from being exposed to graphic, text, and any other form of obscene, pornographic, or other material that is harmful to minors. This includes using one or more Internet content filtering agents that will remove and/or block Internet content.

Except as determined by the Director of Information Technology, these Internet content filtering agents will not be deactivated for any WAACS user. Notwithstanding filter implementation, the user retains full responsibility for his/her actions on WAACS technology.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded or downloaded to or from the Internet shall be subject to Fair Use Guidelines.

Consequences of Inappropriate Use

Among other consequences for a violation of this policy, users, including students or staff, shall be financially responsible for damages to the equipment, systems, software, and data files resulting from negligent, deliberate or willful acts. In addition, damaging, destroying or altering any computer, network equipment, or any data files may result in disciplinary actions under this policy and under any other WAACS Board policy applicable to the conduct. Unauthorized or illegal use of computers or computer networks; intentional deletion or damaging of data files; copyright violations or theft of services may result in disciplinary action in accordance with existing disciplinary practices in the district. In addition, these acts may be reported to the appropriate legal authorities for possible prosecution.

Denial of computer and computer network access and other disciplinary actions including suspension, expulsion, termination or employment, and possible criminal penalties are part of the available consequences for inappropriate use.

Student Google Accounts

Students have been provided with a Google account that is managed by Westinghouse Arts Academy. This account gives them access to GSuite tools and GDrive storage as well as an email account. Email accounts are not restricted, but students should only email outside of Westinghouse Arts Academy for educational purposes. For example, a student working on a project may choose to email a college professor, researcher, or professional for information related to the curricular project. We do not wish to close the doors to student access to the knowledge that can be gained from reaching out beyond our walls, but inappropriate email use may result in email privileges being lost.

Protecting the Chromebook

Students have been provided with a protective case for the Chromebook that does not need to be removed to use the device. **The protective case should remain on the device at all times.** Students and parents are responsible for keeping the device secure and in good working condition. That said, accidents can happen. If a Chromebook is damaged or destroyed the student and parents are responsible for the cost to repair or replace the device.

To help families protect themselves against unexpected repair or replacement costs, we are providing families with the option to purchase a device protection plan. The attached application explains the coverage. Manufacturing defects and failure as well as standard wear and tear are not covered, but families **will not** be held responsible for those issues. Cosmetic damage and unexplained loss are also not covered, but families **will** be responsible for these issues. The coverage is \$20 and covers the entire school year.

Students and parents must also sign the attached Chromebook agreement before students will be allowed to take their Chromebook off school premises.

Rules and Guidelines

- Bring your Chromebook to school each day charged and ready to use. Bring your charger and headphones each day. A loaner Chromebook may or may not be available for you to use if you forget your device or if it is not charged.
- Only school appropriate images, content, and apps are permitted on the Chromebook.
- Do not take photos or video or audio recordings of others without their permission. This includes other students, teachers, and staff.
- Use headphones to avoid disturbing those around you. If you neglect to bring headphones on a regular basis, you may be required to leave a set at school to ensure that you have them every day. Be aware of the volume even with headphones on. Some headphones allow significant noise to escape to those around you.
- Do not delete any content, links, or apps that have been installed by the school onto your device.
- Be careful of eating or drinking near your Chromebook. Spills and crumbs can damage your device.

- Keep your Chromebook in a secure and safe place. You are responsible for what happens to your device whether you are at school or off premises. Do not leave your Chromebook unattended and take it with you to all classes.
- Chromebooks will need to be in cases at all times.
- Please NO STICKERS ON COVER, ONLY STICKER OR COVER OVER CAMERA ON LAPTOP ALLOWED

Chromebook Program Enrollment Procedures

1. Students and parents must both read this handbook completely.
2. Students and parents must both read and sign the Chromebook agreement.
3. Optional: Return the completed Electronic Device Insurance Coverage form with \$20 (cash or a check made out to Westinghouse Arts Academy).

Students will be able to take Chromebooks off school premises when the signed Chromebook agreement is received. If you elect the Electronic Device Insurance Coverage, leave the Unit Serial Number blank on the form. This will be filled in when the student's Chromebook is assigned.

**Westinghouse Arts Academy
ChromeBook Agreement
2019-2020**

Student Information

Last Name _____ First Name _____

Parent/Guardian Information

Last Name _____ First Name _____

- I understand that I am responsible for damage, loss, or theft of the ChromeBook and accessories whether by accident, intent, or neglect.
- I will report theft or vandalism to the appropriate police authority within 24 hours.
- I will notify the IT Director within 24 hours of any damage, theft, or loss.
- I understand that the device is the property of Westinghouse Arts Academy and must be returned should I withdraw from the school.
- I understand that violation of any of the policies or rules regarding the ChromeBook or Student Handbook may result in the loss of the privilege to take the ChromeBook off school premises.

Student Signature

Date

Parent Signature

Date
