Innovative Arts Academy

Chromebook Handbook

Instructional Technology

To Enhance Engagement and Promote Equity

1 to 1 EDUCATIONAL ENVIRONMENT

All students will be issued a Chromebook for use in school. Students will take the devices home to use in order to complete school work. It is the expectation of each student to come to school each day with the device and to have it fully charged. If the student does not, then they will be considered unprepared for class that day and will affect the students grade.

DEVICES

All devices are managed and will only function with an active Innovative Arts Academy issued login. The Chromebooks will only accept a google login from the iaacslv.net domain on or off campus. *(gmail.com email addresses will not work.)* All activity on an IAA device or network must comply with the Acceptable Use Policy.

INTRODUCTION

The Innovative Arts Academy has prioritized equitable practices to support a healthy educational culture. The effective use of technology is one way of achieving the mission of developing 21st Century Learners prepared for lifelong success. In an effort to increase access to those 21st Century skills, The Innovative Arts Academy has made it a goal to offer students 24/7 accessibility to their learning. Additionally, IAA has a grant that provides hotspots for eligible students to provide internet access to IAA equipment at no cost.   The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

VISION

The primary goal of any classroom experience is to provide engaging and rigorous learning that fosters the development of skills and content mastery. We are providing our students with Chromebooks to enhance this academic experience through a combination of traditional and modern teaching techniques. Chromebooks are the new notebooks; an essential part of every classroom, but not required for every lesson. It is essential that we teach students to be responsible digital citizens who are able to maximize the efficiency that technology provides as they move forward in their academic and professional lives. In addition, incorporating technology into our classrooms will allow for a more individualized experience, giving teachers the ability to provide students with differentiated assignments and more individual or small group instruction.

Active engagement is a critical variable in an accomplished classroom setting. Traditionally engaged learning is categorized with intentional instruction that is aligned with clear standardized content and skills. These factors are still relevant in the modern classroom. However, the contemporary workforce requires collaboration, higher level thinking skills and problem-solving. The setting designed to address contemporary workforce skills will require classrooms which are highly engaging by being active, purposeful, thought-provoking and challenging.

Rigorous instruction can be characterized by activating higher order thinking skills through minds-on activities. Instructors should have a consistent awareness of students' understanding and comprehension of the intended learning. Rigorous classrooms can remediate gaps and extend learning simultaneously. Chromebooks and their online resources are a powerful tool to ensure Innovative Arts Academy students experience academic rigor on a daily basis.

The Innovative Arts Academy One to One Initiative is an intentional move to address the "Digital Divide," otherwise known as the gap in access to new technologies. Each Innovative Arts Academy student will gain access to a Chromebook that has WiFi capabilities starting in the 2021- 2022 school year. The shift will enhance opportunities for 24-hour access to learning materials.

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SECTION 1 CHROMEBOOK TRANSITIONS & STORAGE

a. **Receiving an IAA Chromebook**

When a student enrolls, a parent/guardian/student must sign an Acceptable Use Policy then the school will provide the student with a Chromebook. The form will be kept on file once the Chromebook is issued. Students will receive a IAA sponsored Google and Schoology account in order to use a Chromebook. Only IAA-sponsored Google accounts will log in for use on the Chromebooks. The Chromebook will be issued with one AC charger and case.

Each Chromebook, charger, and case is the property of IAA and is labeled and inventoried (by asset tag and device serial number) to the school and the individual student to which it has been loaned for that school year. There is an inventory asset tag on the bottom of the Chromebook; at no time should any IAA device serial number or asset tag be tampered with or removed. Tampering with or removing an asset tag constitutes intentional damage and requires the device to be immediately turned in to the school.

b. **Returning an IAA Chromebook**

At either withdraw or graduation, the Chromebook, case, and AC power adapter must be returned in the same condition in which they were provided. When returned, each device will be inspected. If any **Intentional** damage has occurred, payment must be made in order for the item to be repaired or replaced at that time. Parents/guardians assume sole financial responsibility for these damages regardless of the circumstances. If a student withdraws or is expelled from the IAA, the Chromebook, case, and AC charger must be immediately returned at that time.(*Cost not to exceed the full cost of the device - Currently $200*)

c. **Missing Chromebooks**

Students who graduate early, withdraw, expelled, or terminate enrollment at Innovative Arts Academy for any other reason must return their individual school Chromebook on the date of termination. If a student fails to return the Chromebook upon the termination of enrollment in the IAA they are subject to the financial liability until the Chromebook is returned or associated fees are received. The student will pay the replacement cost of the Chromebook. Failure to return the Chromebook within three business days after being disenrolled from IAA will result in a theft report being filed with the local police.

d. **Unsupervised Chromebooks**

● Under no circumstances should Chromebooks be left in an unsupervised area.

● Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, unlocked classrooms, dressing rooms, and hallways.

● Any Chromebook left in these areas is in danger of being stolen/damaged.

● If an unsupervised Chromebook is found, notify a staff member immediately.

● Unsupervised Chromebooks should be delivered to an IAA staff member so it can be returned to the correct student.

e. **Damaged Chromebooks**

Claims: All repair/replacement claims must be reported to IAA Helpdesk Ticketing System and/or the administration. In the event of theft, students and parents must file a report, using the Helpdesk Ticketing System immediately. At no time should anyone other than IAA IT perform any repairs or modifications to a Chromebook.

f. **Storing The Chromebook**

When an assigned Chromebook is not in use, it should be stored in a locker. Students should understand that the locker is their responsibility and not share their locker or combination. Nothing should be placed on top of the Chromebook when it is stored in a locker. Students are encouraged to take the Chromebook home every day after school, regardless of whether or not it is needed. Chromebooks should not be stored in a vehicle at school or at home.

SECTION 2 CHROMEBOOK USE

a. **General Precautions**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be reported to the IAA Helpdesk Ticketing System as soon as possible so that they can be taken care of properly. Do not take district-owned Chromebooks to any outside computer service for any type of repairs or maintenance. Any damage to the Chromebook caused by **neglect/intentionally** by the student will be repaired at the expense of the parent/guardian.

- No food or drink is allowed near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport the Chromebook with the power cord plugged in.
- Never store the Chromebook in your carry case or backpack while plugged in.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Chromebooks cases must stay on at all times, **NO STICKERS or DEFACING** the Chromebook or Case.
- Chromebooks should never be left in a car or any unsupervised area.

b. **Transport**
- Transport Chromebooks with care.
- A student should never carry the Chromebook while the screen is open.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

c. **Charging**
- Chromebooks must be brought to school each day fully charged.
- Chromebooks should be charged each evening.
- Students should never use a charging cord that has not been supplied by IAA.
- Charging Stations will be located in designated areas of the building.

d. **Sound**
- The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

e. **Account Access**
- Students will only be able to login to the Chromebook using their @iaacslv.net account.
- Students are required to use their IAA assigned username and password to protect their accounts and are required to keep that password confidential.
- If a student feels that their password has been compromised they should contact a school administrator immediately.

SECTION 3 OPERATING SYSTEM AND SOFTWARE USE

a. **General Information**

Google Chrome is a web browser designed to access websites. Google Apps are web-based applications which guide much of the functionality of the Chromebook.   The suite of applications sponsored by Google provides students foundational education software for free.

b. **Updating Chromebook**

When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or reimaging.

c. **Virus Protection**

The Chromebook is built with layers of protection against malware and security attacks, and since the files are stored in the cloud, there's no need to worry about lost homework.

d. **Managing and Saving your Digital Work with a Chromebook**

Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students want to save any work need to use Google Takeout to transfer any work to a personal Gmail account. An annual rollover will occur on July 1st of each year.

e. Inspection

Students may be selected at random to provide their Chromebook for inspection or for occasional inventory checks. The IAA reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.

f. Procedures for Restoration

If your Chromebook needs technical support for the operating system, all support will be handled by the IAA Helpdesk Ticketing System. If technical difficulties occur or illegal/non-IAA installed software or rooting is discovered, the Chromebook will be restored to factory condition. The school does not accept responsibility for the loss of any software or documents deleted due to a restore. All documents and files must be saved to Google Drive.

g. Network

It is a violation of the Acceptable Use Policy to use applications that bypass the school district's proxies and filtering. Violations will result in disciplinary action.

h. Home Internet Access

The IAA will continue to filter Internet access while students are at home. All Internet access is monitored by IAA. Students that violate IAA's Acceptable Use Policy (Policy 8815) will face disciplinary action and may result in restricted home access.

Students are allowed to connect to non-IAA wireless networks on the Chromebook. This will assist them with Chromebook use while at home. Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.

COSTS:

Chromebook Replacement: $200
Chromebook Screen Replacement: $50
Chromebook Charger Replacement: $10
Hotspot Replacement: $50

Asset Tag: _____

Student Signature:_____ Date:_____

Parent Signature:_____ Date:_____

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