

Middle School Chromebooks Protocol 2017-2018

The Foote School recognizes that learning communities including our own have come to rely on technology for daily activities such as media consumption, data analysis, and content creation. To provide middle school students a more seamless technology experience, The Foote School will assign a Chromebook to each student that they carry from class to class through the school day. Students may use these devices in school as an educational tool for for all learning activities and including internet research, reading, communication, note taking, writing, designing, and presentations.

The statements below provide an overview of the expectations for the ways that students will care for and use Chromebooks in the Middle School.

Physical Use and Care

- Students will store the Chromebooks in their advisory room at night and on weekends. Students will put them in the correct spot in the cart and plug them in. They will be picked up at advisory in the morning and must be returned by the end of each day, during study hall.
- Students will bring their Chromebooks to all academic classes. When it is inconvenient or not appropriate for students to have the Chromebooks with them, such as gym, the Chromebooks should be kept in the appropriate cart, plugged in. Chromebooks should not be left unattended.
- Teachers will determine whether the Chromebooks should be in use during their classes. Students agree to confine their classroom use of the Chromebooks as directed by their teachers.
- Students must obtain permission to use their chromebooks during the nonacademic portions of the school day, including before school, lunch, and recess.
- Chromebooks should be used on flat, stable surfaces; for example, at a desk or table.
- Chromebooks should always be fully closed when carried, even from place to place within a classroom.
- Chromebooks are sensitive to weather, liquids, and food. Students should not eat or drink (even water) while using their Chromebook, or use their Chromebook near others that are eating or drinking.
- Students should not place deface their chromebooks. Existing labels should not be removed or obscured.

Expectations

- Each Chromebook should be used only by the student assigned to it, and students must not share passwords with one another.

- The Internet may only be accessed for academic purposes, as a means of obtaining needed information, and as instructed by a teacher.
- Students should not store files on their Chromebooks; students should save files to their footeschool.org Google Drive accounts.
- Students should access only those files that belong to them, that have been shared with them, or which they are certain they have permission to use.
- Students may personalize their Chromebooks in certain appropriate ways, including the appearance of their Desktop, Screensaver etc. For more complex issues, such as software or extension installation, the tech department must be consulted.
- Downloading music and videos is allowed only for academic purposes and with permission.
- Students should not use the computer's camera or microphone to take pictures of or record another student or a teacher except for academic purposes, and even then only with the other person's consent.

Maintenance

- If a Chromebook cannot be located, students agree to immediately report this to a teacher.
- Chromebooks exhibiting unexpected behavior or damage should be brought to and evaluated by the technology department as soon as possible.

The points made here are not exhaustive, nor are they meant to substitute for common sense or our Acceptable Use Policy (AUP).

The school has every confidence that our students will treat the chromebooks appropriately and benefit greatly from them as they engage in their work. In upholding these community standards, and students must avoid using their chromebooks in any ways that violate the policies in this contract, Foote's AUP, or the community expectations outlined in the Parent Handbook.

Signature of Student

Signature of Parent or Guardian

Date _____

Date _____

Please sign this form and return it to the Registrar by Tuesday, September 5, 2017. Please contact us with any questions or concerns.

John Turner
Head of Middle School

Pam Fortin
Director of Technology