



**FOX POINT-BAYSIDE SCHOOL DISTRICT  
CHROMEBOOK HANDBOOK**

2025-26

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## Chromebook Program

### Introduction

The Fox Point- Bayside school district is committed to providing students with the tools and resources necessary to develop skills and mindsets required for students to be successful citizens in a global society. Integrating meaningful technology within the classroom engages students in essential 21st century skills and provides learning opportunities that would otherwise not be possible.

Our district's 1:1 Chromebook program is designed to provide all students with universal access to digital learning tools, ensuring equitable access to resources and learning opportunities. Chromebooks give students access to accessibility tools (ie. translation, text to speech, [Read&Write](#), etc), and extend learning beyond the classroom.

These devices also provide a safer internet environment for students through device filtering by Securly. As with all technology integration, we aim to empower students to become digital creators and critical thinkers, instead of just consumers of information. We want to open pathways for learning that help students learn today as well as develop skills needed for the future.

In order for students to access a variety of technology tools within the classroom to transform and facilitate the learning process, the district issues each student in grades 1-8 an assigned Chromebook, case, and chargers. Students in grades 1-8 take home their assigned device each day to be used in-school during the day and at home at night.

To clearly communicate and support the student expectations of this Chromebook distribution, the district has developed accompanying policies and procedures to assure that students use the technology as intended, take care of the equipment and preserve the resources so other students can share the benefit of the program. These expectations are integrated into the PBIS (Positive Behavior Interventions and Supports) system in order to seamlessly align with the school expectations and policies.

Parents/guardians and students will be informed about student expectations for proper use of any digital device in the educational setting. Every student is expected to read, understand and adhere to

Fox-Point/Bayside School District's Acceptable Use Policy and this 1:1 Handbook. Failure to adhere to the policy may be grounds for discipline and may result in a loss of access to the technology equipment. Parents/guardians will be provided access to the Acceptable Use Policy as well.

### **Rationale**

Research is clear that to ensure student success, education must move from a teacher-centric to a learner-centric approach. One-to-one programs create the opportunity for personalization of teaching and learning for each student. With access to personal portable technologies in a wireless environment, students can learn at their own pace, ability levels, and take advantage of the worldwide experiences and resources available online-and just in time.

A study by the Project RED team, '*The Technology Factor, Nine Keys to Student Achievement and Cost Effectiveness (2011)*', found that students in 1:1 programs outperform across all education success measures compared to those in higher student to computer ratio environments ([www.projectred.org](http://www.projectred.org)). Numerous other achievements and financial benefits were also attributed to 1:1 settings and students' consistent access to personal, portable technologies. Student collaborations and project-based lessons are fundamental instructional tools in 1:1 environments.

<http://www.one-to-oneinstitute.org/index.php/becoming-a-one-to-one/why-one-to-one/>

It is important for all students to have a common device with similar capabilities so teachers can plan for lessons without concern for variations in student devices, operating systems and applications. Having a common device enables students to collaborate easily on learning activities while enabling the teacher to easily manage learning the learning environment and communicate with students throughout activities and assignments.

### **1. Chromebook Distribution**

Each student in grades 1-8 will be assigned a Chromebook, charger, and case to use in school and home for learning. Students will be issued a new device in 1st grade, which they will keep for four years until the end of 4th grade. Then, when they enter Bayside Middle School in 5th grade, they will be reissued a new chromebook, charger, and case which they will keep until the end of 8th grade.

Parents/ guardians pay a Chromebook Case Fee for a district issued case when the students are assigned a new device in 1st and 5th grade. All students new to the district in grades 2nd, 3rd, and 4th, or, 6th, 7th, and 8th will pay the fee for a Chromebook case. This standard case is provided by the district, which meets the requirements to protect their chromebook. All students are required to keep their device in this case at all times. Personally provided cases are not allowed for district chromebooks.

The district purchases a ChromeCare warranty for insurance coverage, which provides coverage for accidental damage with weekly repairs and deliveries on site. This coverage does not include willful acts of abuse or misuse of the device, lost or stolen devices, unexplained damage, using the device in a manner other than that intended by the manufacturer, and damage due to war, nuclear incident, acts of terrorism, fraud, fire, or theft.

If a student intentionally damages or loses their device, they are responsible for repair and/or replacement. The ChromeCare warranty does not cover damage or loss to the charger or chromebook case.

If any damage (accidental or intentional) occurs to their device while it is not in the district issued case, they are responsible for the cost of repairs or replacement. If their case is damaged beyond repair, and no longer in good working condition, the parents may be responsible for purchasing another district approved case.

All touchscreen chromebooks are subject to a \$100 deductible for all screen repairs/ replacements.

Students will receive training on setting up their Chromebook and proper care of their Chromebook through the PBIS school-wide system.

## **2. Proper Care for the Chromebook**

The Chromebook is the property of the Fox-Point/Bayside School District. The device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook is issued as an educational tool not intended for personal use including gaming, social networking or high end computing.

Students are expected to bring their device fully charged to school each day and take home each night to charge. Their assigned charger stays at home.

Students are responsible for the Chromebooks they have been issued. Students must report Chromebooks in need of repair or replacement to the LMC/ library. LMC and/or Technology Services staff will determine whether to repair the computer on site or issue a loaner computer. Loaner Chromebooks are also covered by all rules and regulations as outlined in this document. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

- Use guidelines to follow:
  - Always close the lid before moving your Chromebook. Do not leave anything on the keyboard before closing the lid (e.g. pens, papers, pencils, earbuds, etc).
  - Take caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing your finger directly on the screen with any force. Do not touch the screen with anything that will mark or scratch the screen surface. Note: All touchscreen chromebooks are subject to a \$100 deductible for all screen repairs/ replacements.
  - Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
  - Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook. If using a cleaning solvent, dilute the solvent and use a damp cloth.
  - For prolonged periods of inactivity, the computer should be shut down completely before closing the lid. This will help to conserve the battery.
  - When using the Chromebook, keep it on a flat, solid surface so that air can circulate.
  - Liquids, food and other debris can damage the Chromebook. DO NOT eat or drink while using the Chromebook.
  - Never attempt to reconfigure the Chromebook.

- o Take care when inserting cords, cables and other removable storage devices to avoid damage to the Chromebook ports.
- o Chromebooks must remain free of any writing, drawing, or stickers including removable skins. Vents should not be covered. This will cause the device to overheat.
- o Chromebooks must have the Fox-Point/ Bayside identification labels on them at all times. These labels must not be removed or altered in any way. If a tag is removed or defaced, disciplinary action will result.
- o Chromebooks must always be in their district issued case.

### **3. Using The Chromebook at School**

Chromebooks are intended for use at school each day and taken to all classes as needed. Instructors shall have final authority as to the time and method of Chromebook use in the classroom. **Any staff member can monitor and access your G Suite account, search history, and device at any time.** Failure to comply with instructor expectations will result in a major or minor referral according to the PBIS matrix and procedures.

#### **3a: Printing**

- Students are encouraged to not print if documents can be sent and/or shared via electronic means.
- Students have access to limited printing from Chromebooks at school. Printing will be tracked by the student's assigned identification code.

#### **3b: Account Access & Password**

- Students will only be able to login to the Chromebook using their foxbay.org account.
- Take care to protect your password. Do not share your password.
- Students should not use their personal gmail accounts on their Chromebook devices at any time.
- Students should not have any other student accounts saved or accessed on their device. Failure to do so will result in a major or minor referral.
- Only the student assigned to the device should have access. Do not allow other students to use your device.

### **4. Managing and Saving Digital Work With a Chromebook**

Your digital work on the Chromebook will be saved to foxbay.org Google account. This will provide you with access to your digital work from any device with Internet or WiFi access.

- All students will have cloud storage associated with their G Suite account. This storage is for G Suite of products including email, calendar, web sites, word processing, presentations, drawings, spreadsheets, and forms. It can also be used to store videos and non-cloud based file types.
- Prior to leaving the district or graduating, students who want to save any work stored in their Foxbay.org School Google account will need to use the district transfer directions to save their work to a personal gmail account.

### **5. Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by the school in addition to the bar code label from the manufacturer.

- Under no circumstances are students to modify or destroy these labels.
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at Bayside Middle School. *Take good care of it!*

## 6. Chromebook Technical Support

Technical support will be available in the Library. LMC staff will fill out a technology support ticket for the necessary help or repairs.

Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Distribution of loaner Chromebooks
- Check in/out of Chromebooks not taken home for students under disciplinary restrictions
- All repairs must be completed by reporting service/repair needs in the Library.

## Technology Use and Digital Citizenship

The Fox Point-Bayside School District believes that the information, interaction, collaboration and peer social contact available on the Internet and through the use of various technology tools are an important part of each student's educational program. Integrating technology within the classroom engages students in essential 21<sup>st</sup> century skills and provides learning opportunities that would otherwise not be possible. Teachers may use a variety of technology tools within the classroom to transform and facilitate the learning process.

The classroom integration of digital tools can include online resources that practice skills, automate processes, provide instructional media, encourage collaboration, and allow for creativity of the students in ways otherwise difficult to replicate.

Many of these resources are provided free to schools and created for the classroom. The Terms of Service for many of these online resources requires that the educator seek parental permission as students under the age of 13 are protected by COPPA (Children's Online Privacy and Protection Act). The links provided in the Stormonth and Bayside Web Tools document linked on the district website will provide you with more information regarding the websites integrated into the classroom and to our School Board technology acceptable use policies and notifies parents/guardians on potential sites used in the classroom. This list is subject to changes and updates.

Finally, the uses of these resources are intended to be directly related to the educational program. The District does use an Internet filter to protect our students from undesirable sites but the Internet is a fluid environment that may include materials of questionable educational value. ***Reference School Board Policy 5136.01 - ELECTRONIC EQUIPMENT, 7540, 7540.01, 7540.02, 7540.03, 7540.05, 7540.06 and 7540.07 for complete policy on Computer Technology Network, and Internet Acceptable Use and Safety***

## Student Responsibility

Students are expected to use technology appropriately. All students are to follow the guidelines listed in the Fox Point-Bayside Student Acceptable Use Policy, 7540.03.

It is a student's right to learn in a safe and productive school environment which provides tools for success. Because of this, the school provides many opportunities for students to use Chromebooks, iPads, and other district technology throughout the school day. It is the **responsibility of each student** to treat this device in a respectful and safe manner. Remember, the device and foxbay.org Google account are the property of the school and a student's search history and activity can be viewed by teachers and school administration at any time. The Chromebook is a tool intended to help each student learn, therefore it is their **responsibility** to practice strong digital citizenship skills. All students are **responsible** for following the specific expectations outlined for the care and use of Chromebook devices.

A good digital citizen:

1. Respects school property and handles the device with care
2. Maintains school device and account settings, does not attempt to bypass the district filters, firewall, and monitoring software
3. Uses only their assigned device and foxbay.org account for school related learning
4. Protects private information and keeps passwords safe and secure
5. Shows kindness by standing up for others and reporting cyberbullying
6. Respects the creative works of others by following copyright and fair use

### **Acceptable Use Guidelines**

Board Policy 7540.03 "[Student Education Technology Acceptable Use and Safety Policy](#)" details education technology acceptable use and applies to students using district-owned Chromebooks at any time, regardless of location on or off campus. Key aspects of acceptable use are outlined below.

#### **1a: General Guidelines**

- Students and parents/guardians must review the School Handbook annually. The handbook references the Student Education Technology Acceptable Use and Safety Policy.
- Students are responsible for ethical and educational use of the technology devices and digital resources of Fox Point- Bayside School District.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

#### **2b: Privacy and Safety**

- Do not open, use, or change files that do not belong to you.
- Do not sign up for accounts using your foxbay.org email address without direction from the teacher.
- Students may use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in a safe, ethical, and responsible manner.
- Do not reveal/ upload full names, photo, phone number, home address, social security number, credit card numbers, passwords, or passwords of yourself or other people or to any website, including Artificial Intelligence tools.
- Remember that storage is not guaranteed to be private or confidential as all district accounts and Chromebook equipment is the property of the Fox-Point/Bayside School District.

- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify your teacher immediately.

### **3c: Legal Property**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent/guardians.
- Plagiarism is a violation of the student policy. Students should appropriately cite all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Submitting AI generated work that you represent as your own will be considered academic dishonesty.
- Use or possession of hacking software, code, or websites is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

### **4d: Email Electronic Communication**

- All students are issued GSuite for Education accounts which include access to electronic mail (Grades 1-8) which is limited to the foxbay.org domain.
- Student accounts include Google Drive with a variety of applications, which are limited to sharing within the foxbay.org domain.
- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, harassing or offensive to others.
- Do not send mass emails, chain letters or spam.
- Students shall not send or forward mass emails, even if educationally-related, without prior approval of their classroom teacher or the Technology Director.
- Email & communications sent/received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time and as applicable by law.