

NORTH BRANCH AREA PUBLIC SCHOOLS

CHROMEBOOK GUIDE



MISSION

4 Cs OF TECHNOLOGY

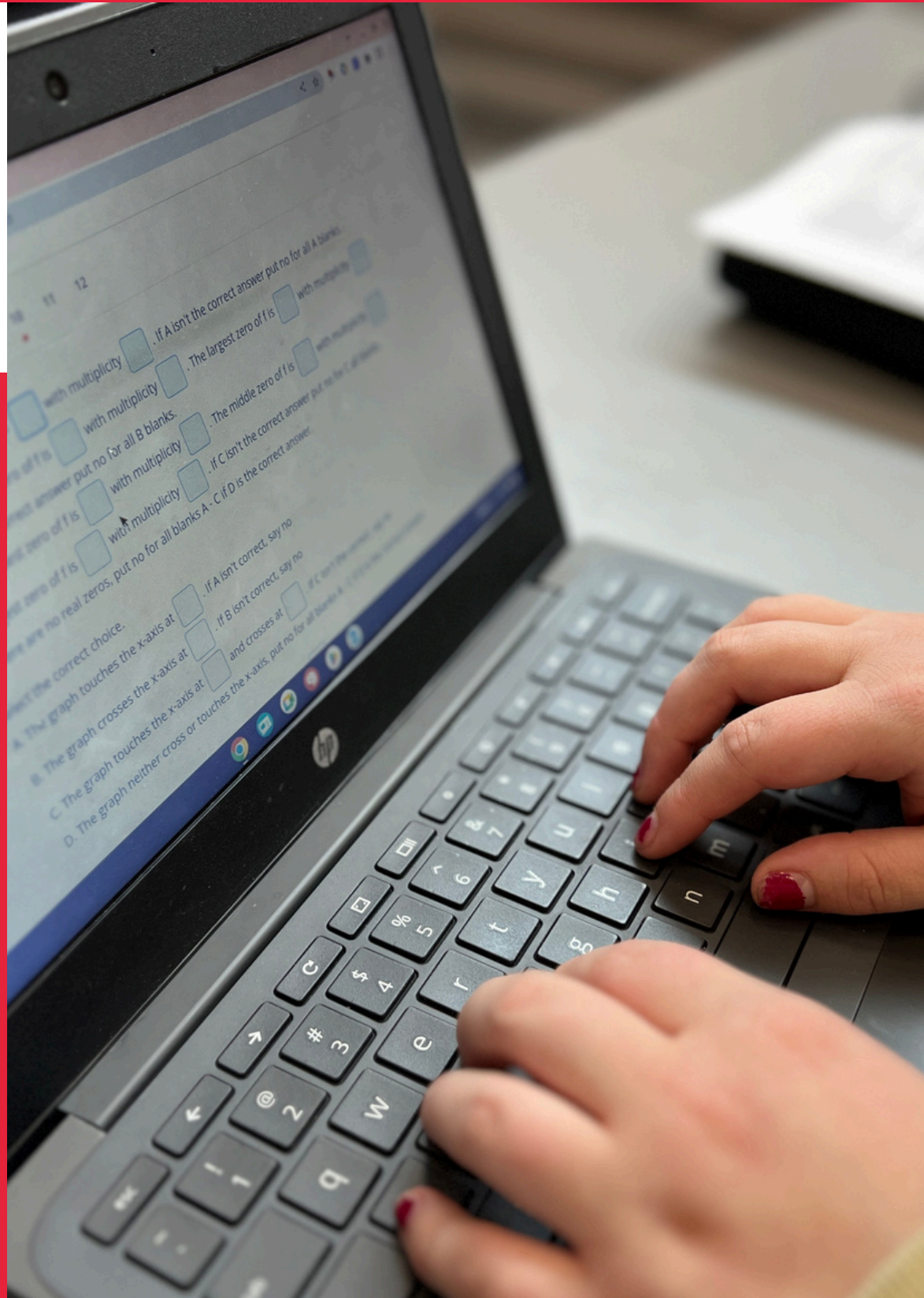
**CHROMEBOOK
EXPECTATION**

**ACCEPTIBLE USE
POLICY**

**CHROMEBOOK
REPAIR
PROCEDURES**

**NAVIGATING
CHALLENGES**

**CONTENT
FILTERING AND
VIRUS PROTECTION**





TECHNOLOGY MISSION

The mission of North Branch Area Public Schools (NPAPS) is to "Inspire dreams, build integrity, and instill hope in our students, our staff, our families, and our communities." In today's ever-evolving world, where a new generation has grown up with the internet as an integral part of life, technology serves as a critical tool in both our personal and professional lives. With this in mind, NBAPS's mission is to ensure that all learners develop the essential life skills necessary for success in college and their future careers.

Students will be well-prepared to exhibit digital responsibility, possess a strong technological awareness, and have the ability to leverage technology for research, collaboration, communication, and the creation of innovative academic products. NBAPS seeks to create engaging and dynamic learning environments that equip students with the skills and knowledge required to thrive in the world beyond our school doors.

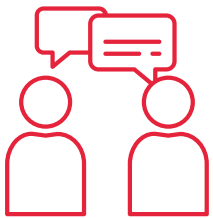
**Inspire dreams,
build integrity,
and instill hope
in our students,
our staff, our
families, and our
communities.**

THE 4 Cs OF TECHNOLOGY

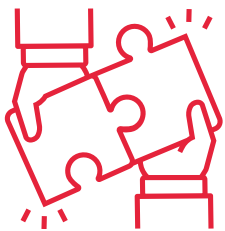
The 4 Cs in technology skills are a set of important qualities that help people succeed in today's world. These skills are important not just for school and work, but also for life in general. Here's a family-friendly explanation of each C:



Critical Thinking: This means being a good problem solver. It's like being a detective. You ask questions, gather information, and think carefully before making decisions. Critical thinkers are curious and like to figure things out.



Communication: Communication is how we talk to each other. It's not just about speaking and writing; it's also about listening and understanding. Being a good communicator means being able to share your thoughts and ideas clearly, and also being a good listener when someone else is talking.



Collaboration: Collaboration means working together as a team. It's like being on a sports team or working on a group project. When people collaborate, they share ideas, help each other, and work well together. It's about being a good team player.



Creativity: Creativity is all about thinking outside the box and coming up with new and unique ideas. It's like being an artist or an inventor. Creative people like to explore new ways of doing things and use their imagination to solve problems.

CHROMEBOOK EXPECTATIONS



Keep your password private.



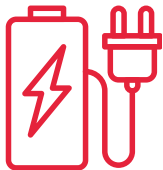
Files downloaded or saved to the chromebook should be backed up in Google Drive.



Barcodes must remain on the bottom of your Chromebook.



Backgrounds and themes must be school appropriate.



Bring your Chromebook charged each day.



Follow teacher directions and expectations for Chromebook use in the classroom.



Printing is available for school projects and assignments only.

CHROMEBOOK CARE

- Keep food and drinks away from your Chromebook
- Wash hands before using Chromebook
- Don't close lid with anything inside
- Carry your Chromebook closed
- Do not stack items on top of the device
- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- clean the screen with a soft, dry microfiber cloth
- Keep your Chromebook clean and free of stickers and writing
- Keep Chromebooks out of extreme cold and heat

You are responsible for your school-issued device care and upkeep.

IMPORTANT THINGS TO KNOW FROM OUR INTERNET ACCEPTABLE USE AND SAFETY POLICY



Students are bound by the North Branch Area Public Schools Internet Acceptable Use and Safety Policy #524 and its administrative regulations that support the implementation of the policy. It is the responsibility of parents and students to read the whole policy.

[Click here to see the whole **Acceptable Use Policy**](#)

- The internet is provided to students for educational purposes.
- Access to the internet is a privilege not a right.
- The school district can access and view the contents of personal files to a certain extent.
- If school authorities suspect that a violation of the law or school policy may be found, they may conduct an investigation or search a students account.
- Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy.
- Parents have the right to request the termination of their child's individual account at any time.
- The district is not responsible for data loss, delays, or issues with service.
- Parents are in charge of keeping an eye on their child's use of the school district system and the internet if the child is using it from home or somewhere else.
- Students may not knowingly or recklessly post, transmit, or distribute false or harmful information about a person or organization.
- Students may not use the school provided internet to look up inappropriate content.

CHROMEBOOK REPAIR PROCEDURES

Chromebooks in need of repair should be brought to the Media Center. The district will cover the cost of one accidental damage repair per student each year. Any intentional damage will result in a fee charged to families.

Additional repairs beyond the first will be the financial responsibility of the student/guardian, including families that qualify for educational benefits. Procedures and fees are outlined below. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance.

ACCIDENTAL DAMAGE

FIRST INCIDENT

Letter sent home to parent/guardian to inform parents of repair.

**Lost or damaged chargers are not considered Accidental damage. Replacement must be purchased.*

SECOND INCIDENT

A charge of up to \$100, based upon the level of damage to the device. A letter will be sent to the parent/guardian.

THIRD & SUBSEQUENT INCIDENTS

A charge of up to the replacement cost of the device, based upon the level of damage, and a parent/guardian meeting with a designated staff member or administrator will be required.

INTENTIONAL DAMAGE

Any intentional damage will sustain a charge of the full price of repair, up to replacement cost. Disciplinary procedures will also be followed.

ADDITIONAL INFORMATION

REPAIR COSTS

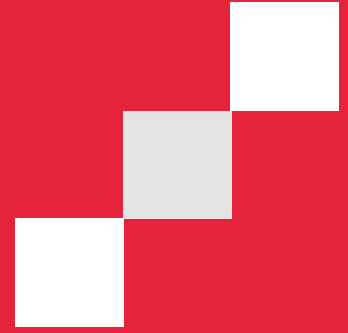
- Lost Chromebook: \$100
- Stolen Chromebook: \$100
- Non-Touch Screen - \$50
- Touch Screen - \$50
- Keyboard - \$30
- Chromebook AC Charger - \$20
- Other damage - \$40
- Battery - no fee
- Full Replacement (damaged beyond repair) - \$250

PAYMENTS & REPLACEMENTS

Charges can be paid using the NBAPS app or paid in person at the District Technology Department or building Media Center. If a replacement is needed, one will be issued once payment is verified with school staff.

Media staff will provide students with replacement devices and/or charger while the device is being repaired. A student using a loaner device will be responsible for any damage to or loss of the issued device. A device on loan may be taken home. The media center will contact students when their devices are repaired and available to be picked up.

NAVIGATING CHALLENGES

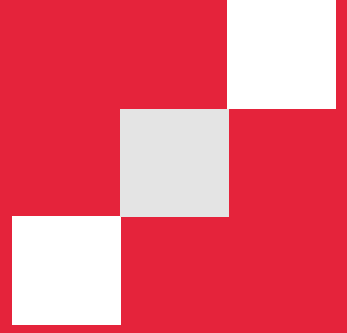


North Branch Area Public Schools believes in creating a safe and positive environment for everyone in our school community. If there is a situation where guidelines for Chromebook use are not followed, steps may be taken to resolve the issue. These steps may include:

- Conference between the user and relevant staff
- Parent contact
- Referral
- Restricted internet access
- Restoration/restitution
- Student discipline pursuant to district discipline policies and procedures, including but not limited to suspension and expulsion
- Referral to law enforcement
- Loss of school issued device
- Fines for damages



CONTENT FILTERING & VIRUS PROTECTION



The district utilizes an Internet Content Filter in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of location (in or out of school), will have all internet activity protected and monitored by North Branch Area Public Schools. If a website is blocked at school, then it will be blocked at home as well. If an educationally valued website is blocked, students should contact their teacher or media specialist to request the site be unblocked.



North Branch Area Public Schools will provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

EVERYTHING VIKINGS IN YOUR POCKET!

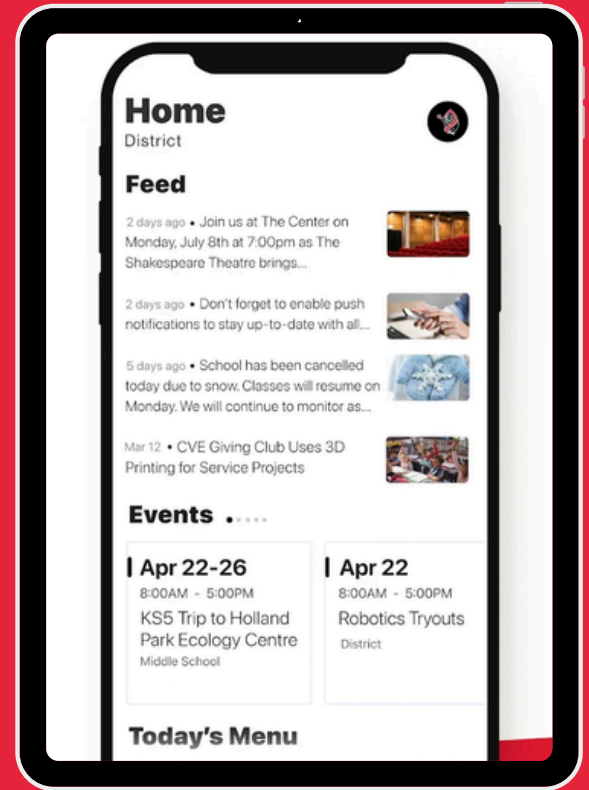
North Branch Area Public Schools is thrilled to announce our new app for mobile phones! Stay up-to-date with access to district events, documents, news from administrators, student stories, and even emergency notifications. You can download the app for free on Google Play or Apple App Store.

Download for Android

<https://bit.ly/3phclA7>

Download for iPhone

<https://apple.co/3p6NNPA>



Find More Resources



www.isd138.org



Director of Technology
Darin Marcussen
dmarcussen@isd138.isd
(651)674-1099



NORTH BRANCH
AREA PUBLIC SCHOOLS
Inspire Dreams, Build Integrity, Instill Hope