



The Rhode Island Nurses Institute Middle College
Student Chromebook Handbook
2018-2019

Educating the Nurses of Tomorrow, Today

Introduction

In accordance with our mission, the Rhode Island Nurses Institute Middle College is committed to preparing each student to be a successful 21st Century learner. In order to achieve this goal, RINI Middle College has allocated the resources necessary to provide all students and teachers with the various technological tools required in a 21st Century teaching and learning environment. Therefore, all RINI students will be issued a Google Chromebook at the beginning of the 2018-2019 school year. *Chromebook models will vary by grade.*

The Google Chromebook initiative provides each RINI student with a Google Chromebook, AC adapter/charger, and protective case. The Chromebook is provided by the School District for educational purposes only, by students at school and at home. The Chromebook and said accessories are the property of RINI MC and must be returned at the end of the school year and/or at such time as the student is no longer enrolled at RINI MC.

Students and their parents/guardians are reminded that use of district technology tools, resources, and services is governed by the Rhode Island Nurses Institute Middle College "Acceptable Use Policy for Staff and Students", which can be found in the Rhode Island Nurses Institute Middle College Charter School Student Handbook, at the end of this document, and on the district's website. To understand the expectations of RINI Middle College, students and their parents/guardians are responsible for reviewing the policy at the back of this handbook, and students and their parents/guardians should be aware that use of district technology tools, resources, and services is subject to reasonable and appropriate monitoring by the District and school administration in accordance with the requirements of all applicable federal and state laws.

Ownership of the Chromebook and Related Peripherals

The Rhode Island Nurses Institute Middle College retains sole right of possession of the Chromebook and related peripherals. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, RINI Middle College administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, and to alter, add or delete installed software or hardware.

Student Privacy

Students shall have no expectation of confidentiality or privacy with respect to any usage of a district-owned Chromebook, regardless of whether that use is for district-related or personal purposes (which is prohibited), other than as specifically provided by law.

In order to comply with the Children's Internet Protection Act (CIPA), the District shall filter student internet access when using the Chromebook. Internet filtering shall be in place both when the Chromebook is being used in school, as well as when it is being used away from the District's network. The District may, without prior notice or consent, log, monitor and supervise use of district owned Chromebooks at any time when there is reason to believe that the student has engaged in school-related misconduct or when

there are technical difficulties with the device. By using a district-owned Chromebook, students and parents/guardians agree to such logging, monitoring, and supervision of their use.

GoGuardian Anti-Theft Protection Software

Each Google Chromebook issued to students is the property of RINI Middle College. The District shall not make use of the camera or microphone on a district-owned or issued device for remote monitoring or data collection purposes, unless the computer is reported stolen or lost. The District shall not make use of classroom management or screen monitoring software when District-owned or issued devices are used away from the District's network, unless the Chromebook is reported stolen or lost. If a student reports that their assigned Google Chromebook has been stolen or lost, the GoGuardian Anti-theft software will be activated, in order to track the location of the device and the activity on the device.

Responsibility and Expectations of Google Chromebook Usage

Students are solely responsible for the Chromebook and peripherals assigned to them and shall adhere to the following terms and conditions:

- Students will only have access to a Google Chromebook if he/she is actively enrolled at the Rhode Island Nurses Institute Middle College Charter High School.
- Students shall comply to the RINI Middle College "Acceptable Use Policy for Staff and Students" when using the Chromebook.
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- Students shall sign into the Chromebook using their District assigned Google Apps for Education account.
- Students shall not share login passwords to anyone other than a parent/guardian

Charging Your Google Chromebook: Preparedness

- Students shall bring their Chromebooks to school every day and make sure it is fully charged. (Note, a fully charged Chromebook should last the length of a school day). *Charging stations will be set up in certain classrooms and are to be used for emergency situations only.*
- Students are responsible for the charger that they are assigned by RINI Middle College shall not allow other students to borrow or use their charger. RINI Middle College will not replace lost chargers if students allow other students to borrow their chargers.

Physical Care and Maintenance of Your Chromebook

- Students shall treat their device with care and **never** leave it in an unsecured location.
- Each student shall be assigned a case to be used to protect their assigned Chromebook. Students shall keep their device in a protective case when traveling.
- Students shall not remove or interfere with the serial number and other identification tags on the Chromebook. Each Chromebook shall be affixed with an asset label or tag.
- Students shall not attempt to disassemble, remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students shall not attach stickers or labels to the Chromebook or add any markings to the Chromebook. A student may purchase a removable “shell” or “skin” for the Chromebook, at their own cost, and personalize the shell or skin.
- Students shall not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district.
- Students shall keep the device issued to them clean and shall not touch the screen with anything (e.g., finger, pen, pencil, etc.) other than approved computer screen cleaners.
- Students shall promptly report any problems with their Chromebook to one of their teachers or by directly emailing Mr. Margres at jmargres@rinimc.org.
- Chromebooks and peripherals shall be returned in good working order to the District at the end of each school year, at the request of the RINI Middle College Administration, or at the time of transfer or withdrawal from the RINI Middle College. Failure to return the computer in good working order shall result in the student/parents/guardian being responsible for the full replacement cost of the computer and peripherals.

Digital Citizenship:

Students must follow all stipulations of the following six conditions of being a good digital citizen:

1. Respect Yourself

- *I will show respect for myself through my actions.*
- *I will select online names that are appropriate.*
- *I will consider the information and images that I post online.*
- *I will consider any and all personal information about my life, experiences, experimentation or relationships I post.*
- *I will not be obscene.*

2. Protect Yourself

- *I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities.*

- *I will report any attacks or inappropriate behavior directed at me.*
- *I will protect passwords, accounts and resources.*

3. Respect Others

- *I will show respect to others.*
- *I will not use electronic mediums to antagonize, bully, harass or stalk other people.*
- *I will show respect for other people in my choice of websites*
- *I will not visit sites that are degrading, pornographic, racist or inappropriate.*
- *I will not abuse my rights of access and I will not enter other people's private accounts, spaces or areas.*

4. Protect Others

I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist or inappropriate.

5. Respect Intellectual Property

I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property

I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Copyright and File Sharing

Access to the Internet and its resources, brings with it great responsibility regarding file sharing and copyright law. Students are required to follow all copyright laws around all media including text, images, programs, applications, music, and video. Downloading, sharing, and posting online illegally obtained media is prohibited.

Spare Equipment and Lending

If the Chromebook issued to a student is inoperable, the school has a limited number of spare devices for use while the original Chromebook is repaired or replaced. The above Student Chromebook Handbook agreement shall remain in effect and is applicable to loaner computers.

The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on direction from his/her teacher.

Equipment Damage and Repair

RINI Middle College shall repair or replace damaged equipment and/or peripherals resulting from normal use. RINI Middle College has purchased a warranty to ensure that all repairs are handled quickly and efficiently. However, damage caused by misuse and neglect is the responsibility of the user and of all other breakages, accidental or intentional, shall be the responsibility of the student/parent/guardian. These instances shall be reviewed on a case by case basis by the Chief Academic Officer.

Loss or theft of the device is the responsibility of the student/parent/guardian and shall result in the student/parent/guardian being charged the full replacement cost of the device and charger. **See chart below for replacement fees:**

Cost of Replacement Chromebook and Peripherals	
Item	Cost
Google Chromebook	\$250
Power Adapter/Charger	\$20
Case	\$20

Internet Acceptable Use Policy

The use of the Internet has been provided to the faculty and students as an educational tool and must be used for RINIMC-related purposes only. RINIMC reserves the right to intercept, access, monitor, copy, review, or download any communications or files that are sent, received, or stored on its network. Students are cautioned not to open any attachments sent from unfamiliar email addresses, and they should report all such emails to the system administrator as soon as feasible. Only software authorized by RINIMC may be used on RINIMC computers. The use of the internet for illegal, commercial, or unethical actions is strictly prohibited. All illegal activities such as transmission of any material in violation

of any U.S. or state regulations are prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. RINI computers shall not be used to access social media sites. Any form of digital or electronic bullying will be addressed through the state of Rhode Island's Bullying Policy. All students will sign an Internet Acceptable Use Student User Agreement prior to using the RINI computers. Violations of this Policy or Contract may result in discipline, as well as referral to civil and/or criminal authorities for further legal action.

Student Google Chromebook Handbook

I have read, understand and will abide by the Rhode Island Nurses Institute Middle College Google Chromebook Handbook. I further understand that any violation of this policy or access of inappropriate material may result in disciplinary action and/or criminal prosecution. Further, if any use of this equipment violates any policy, rule, regulation, ordinance, or law, resulting in any damage whatsoever, I hereby release and hold harmless RINIMC, its agents, employees, or representatives, from any claims or causes of action arising from, related to, and/or concerning damages suffered and/or caused by me while using the equipment beyond its intended purpose.

User's Full Name (Please print): _____

Parent/Guardian Full Name (please print): _____

Home Street Address: _____

City: _____ State: _____ Home Phone: _____

User's Signature: _____ Date: _____