



Westlake Christian Academy 1:1 Student and Parent/Guardian Handbook

Westlake Christian Academy uses a parent-paid 1:1 Chromebook program for all 7-12 grade students. Integration of the Chromebooks into every secondary classroom offers exciting opportunities in teaching and learning, student engagement, innovative assignments, and assessments. Our experience and research has shown that appropriate use of technology encourages students to be more engaged with their learning, offers more opportunities for learning through collaboration, and lets them experience higher levels of success in school. It is essential that our students have access to the resources and tools they need to create, solve problems, and learn in today's world.

We have been advised from several sources that the Google Chromebook is the most appropriate instructional device to meet the challenges of a 21st century learning environment for the best price. We have determined that the Acer C740 Chromebook is our choice of mobile device supporting 1:1 learning with Westlake students in grades 7-12.

1. Westlake Christian Academy and Your Chromebook

a. Acquiring and Owning Your Chromebook

Parents should their children's Chromebooks directly from CDW through a special ordering site to make sure they receive the correct model and pricing we've arranged. Orders can be placed anytime up until one week before the beginning of school in order to assure the devices are ready for the first day of classes. Parents will be able to purchase optional extended warranty coverage as well as protective covers for their devices. To help parents with the expense of the devices, Westlake pays the \$25 Google EDU Management Console License for each device.

CDW is offering our parents a special price of \$199 for each Acer C740 Chromebook. The optional device cover costs \$25. The optional extended warranty, which covers years 2 and 3 and includes a battery replacement, is offered at \$78.

Students own their Chromebooks and are responsible for their care and maintenance (see below). While a student is enrolled at Westlake, though, his Chromebook is managed through the school's Google management console to make sure all needed apps are installed. Once a student leaves Westlake, either through graduation or withdrawal, the school will discontinue management of his/her Chromebook.

Students should bring their fully-charged Chromebooks to school on the first day of classes. There will be an orientation on the use and care of their devices at that time. Although their devices should be charged, students should NOT try to login into their Chromebooks before that time. On that morning, each student will receive his/her login

credentials and be given instructions on how to do an initial login.

b. Transfer/New Student Distribution

All transfers/new students are able to order their Chromebooks from CDW once completing the Westlake registration process.

c. Withdrawing/Graduating Students

Students who graduate or withdraw from Westlake must notify the office that they wish to discontinue the school's management of their device. At that time they will be given instructions on how to move data and files they have collected from their school Google account to their personal Google account before the school's account is closed and the device management is disconnected.

d. End of the Year

At the end of the school year, students will keep their Chromebooks over the summer. Once purchased, care of the Chromebook becomes the responsibility of the student year around. For returning students, WCA management continues over the summer.

2. Taking Care of Your Chromebook

Students are responsible for the general care of their Chromebooks. If a Chromebook is physically damaged, or experiencing a mechanical problem, the student should contact CDW/Acer for warranty repairs.

Quick Tip: If a Chromebook is not functioning properly, the first step is to hold the power button down for 10 second, release, and turn it back on. This resolves many problems associated with the device.

General Precautions

- Chromebooks should never be left unattended except when locked in a secure area.
- Chromebooks do not like to eat; students should keep their device protected from food or drinks.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Chromebooks should be kept away from pets.
- Power cords should not create a tripping hazard.
- Students should not place heavy objects on top of Chromebooks.

a. Carrying Chromebooks

- Students should keep the screen closed when not using the device.
- Book bags containing Chromebooks should be handled carefully.

b. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Students should ensure pens, pencils, flash drives, etc. have been removed before closing the Chromebook lid.
- The screen should be cleaned using a soft, dry microfiber or anti-static cloth.
- Store Chromebooks with the screen closed.

c. Power Cords and Chargers

Power cords are to be used at home, and should be stored in a location where animals and furniture cannot cause damage. Be sure to charge your device each evening. Fully charged devices have no problem being used constantly for a full school day.

d. Labels

Because all Acer Chromebooks at WCA will look alike, we ask each student to label his/her device on the keyboard to the left of the touchpad or on the bottom of the device.

e. Repairing Your Chromebook

- The Chromebooks come with a one-year limited warranty. Purchasers may opt for the extended warranty which covers free 2-way shipping, parts and labor, coverage for 3 full years, Acer's Total Protection Upgrade, and one battery replacement.
- The warranty does not cover dishonest, fraudulent, intentional, negligent, or criminal acts. Loss or theft of the Chromebook and/or power cable and charger is the student's responsibility.

3. Digital Citizenship and Appropriate Use of the Chromebook

Chromebooks managed by WCA are to be used for educational purposes and students are to adhere to the Westlake Christian Academy Acceptable Use Policy at all times.

4. Google Data Privacy

Westlake Christian Academy uses Google Apps for Education resources to support teaching and learning. The tools used are Drive, Docs, Forms, Spreadsheets, Calendar, Slides, Hangouts, and others. WCA also uses Google Gmail for email communication. Google does not retain ownership of any educational student or teacher data under its Google Apps for Education (GAFE) intellectual property terms and conditions (see section 8 - http://www.google.com/apps/intl/en/terms/education_terms.html). For more information visit <https://www.google.com/edu/trust/#does-google-own-school-or-student-data>

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A wireless (WiFi) Internet connection will be required for the majority of Chromebook use. Students are bound by the Westlake Christian Academy Acceptable Use Policy whenever they use their Chromebooks.

6. Operating System and Security

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by Westlake.

b. Malware Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against malware, including data encryption and verified boot.
- There is no need for additional malware protection.

c. Malicious Use

- Students are bound by the Westlake Christian Academy Acceptable Use Policy for all Chromebook use.

7. Content Filter

Westlake utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA).

- All Chromebooks, regardless of physical location (in or out of school), have all Internet activity protected and monitored by WCA.
- If a website is blocked at school, then it will also be blocked when a student is out of school.
- If an educationally valuable website is blocked, students should contact their teachers to request the site be unblocked.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Drive, Docs, Spreadsheets, Presentations, Drawings, Forms, etc.
- All student work is stored in the cloud (i.e. internet storage) rather than physically on the Chromebook.

b. Chrome Web Apps and Extensions

- Students are allowed to install **appropriate** educational Chrome web apps and extension. The Westlake Christian Academy Acceptable Use Policy applies to all Chrome web apps and extensions individually added by the student.
- If a student has questions about whether an application is appropriate for school, he/she may ask a teacher or an administrator in the building.

9. Chromebook Identification and Monitoring of Chromebooks

Anyone using a Westlake-managed Chromebook, or who uses Westlake equipment and/or the Westlake network systems has no expectation of privacy in such use. Westlake has the right to, and does, monitor use of these systems.

- a. Monitoring Software - Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Chromebook. This allows teachers to review student classwork and school officials to ensure student safety.

9. Expectations for Using Your Chromebook at School

a. Charging Chromebooks

- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

b. Backgrounds and Themes

- Students may set school appropriate backgrounds and themes for their Chromebook.
- Students choosing inappropriate media will be required to remove it and may be subject to disciplinary action.

b. Content Filtering

- All Westlake-managed Chromebooks will use the same content filter used on all Westlake school computers.
- Chromebooks used at home or on public wireless will use a proxy server and report all internet use to Westlake Christian Academy.

c. Sound

- Sound should be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones/earbuds for sanitary reasons.

d. Camera

- Chromebooks have a built-in webcam. This camera may be used for instructional purposes directed by classroom teachers (i.e.: distance learning, Skype, video response in Schoology, etc.)

e. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers. If a student needs to print a document, he/she will need to go to the computer lab, log into a school computer and Google Drive, and print to the printer in the lab.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

f. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords.

g. Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Some school related work may be saved on other cloud-based applications (i.e.: Microsoft 365, Dropbox, etc.) Teachers will advise students on saving work.
- Westlake cannot be responsible for the loss of any student work; Students are encouraged to maintain backups of their important work by saving it on a thumb drive.