



abq



ABQ 1:1 Chromebook Programme

Information, Policy
& Procedures Handbook



ABQ
EDUCATION GROUP



مدرسة عزان بن قيس العالمية
Azzan Bin Qais International School

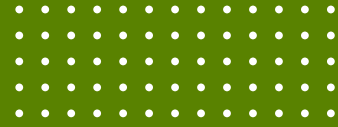


مدرسة السيب العالمية
Seeb International School



مدرسة صحر العالمية
Sohar International School





ABQ Education Group Chromebook

We Care





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INTRODUCTION

Technology is seamlessly integrated into the curriculum offered in the ABQ Education Group Schools – Azzan Bin Qais International School, ABQ Seeb International School, ABQ Sohar International School (Referred to hereafter as ‘School’ or ‘ABQ School’ or ‘ABQ Schools’).

Chromebooks are allotted to every student in ABQ schools under the ABQ 1:1 Programme. Students use the device throughout the school day and take the device home with them each day.

Students continuing with ABQ Schools will always be provided an ABQ 1:1 Chromebook device by the School. Once issued, a replacement of Chromebook for each individual student is expected to take place after every 4 years. The Chromebook always remains the property of ABQ Schools, but is issued to the student for their use and the student is responsible for the upkeep and care of the device.

The information policies and procedures contained in this document apply to Chromebooks and the other technology devices used by students within ABQ Schools. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms.

The Chromebook and other ABQ--issued devices, email/Google accounts, server space, etc., are the property of the ABQ Schools and, as a result, may be subject to inspection at any time. Student will USE the Chromebooks as per the policies set by ABQ schools. The student should have NO expectation of privacy of materials found on a Chromebook, their Google Drive or Gmail account, etc. Supplied devices are an educational tool and not intended for personal use, such as gaming, social networking, or high-end computing.





General Information Overview of

ABQ 1:1 CHROMEBOOK USE

Originally Installed Software - G Suite

- All Chromebooks are supplied with the Google Chrome Operating System (OS) and many other web-based applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is restarted. There is currently no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.
- Chromebooks seamlessly integrate with the G Suite for Education. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Drawings, Sites and Forms. The School will provide G Suite accounts for all teachers, students, and support staff.
- Students will create and save their school-related files to Google Drive, which is stored in the cloud.
- Students can access their Google Drive from their Chromebooks and any computer that has Internet access. Students understand that the Google Drive will be monitored by the ABQ School administration.
- Students in grades KG-12 are assigned an ABQ School domain email through G Suite for Education that is managed by ABQ Schools. Students will be

able to communicate with other students and staff within the ABQ School; however, only grade 6-12 students can email outside the ABQ School domain

- Email can be monitored by the ABQ School and is subject to filtering inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined by the ABQ School IT policy.

Use at Home

- Students can set up access to wireless networks on their Chromebooks. This will assist students with the ability to successfully complete, retrieve, access, etc., educational content used in classes with the Chromebook. The ABQ School is not responsible for providing technical support to connect the Chromebook to a home network. Students are bound by the policies and procedures in this Handbook, and all other applicable policies wherever they use their Chromebooks.
- ABQ Schools provide content filtering both on campus and off campus; however, parents must provide a safe environment for students to use their Chromebooks at home for school assignments.

- Parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments and online classes. A WiFi Internet connection will be required for the Chromebook use; however, some applications, such as Google Docs, can be used while not connected to the Internet. Parents/Guardians are also encouraged to:
 - Set rules for student use at home.
 - Allow use in common areas of the home where student use can easily be monitored.
 - Demonstrate a genuine interest in student's use of the device.
 - Reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.
 - Become familiar with internet safety resources such as:
 - <http://www.common sense media.org/blog/digital-citizenship>
 - <http://www.net smartz.org/Parents>
 - <http://www.connectsafely.org>
 - <http://www.isafe.org/>
 - <http://wiredsafety.org>

Important Reminder

- All students should protect their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the addresses or phone numbers of other students.
- All activity on the Chromebook and ABQ school-issued email account, whether conducted at school or off school campus, is subject to search as ABQ Schools property.



General Information

Getting Started

Receiving your Chromebook

Parents/Guardians and every student receiving an ABQ-School Chromebook must sign the parent/student agreement for Chromebook USE when first receiving a device. In addition, parents/students will sign an agreement which notes the serial number of the Chromebook they are assigned. The procedure for distribution and collection of Chromebooks will be established at each ABQ school.

No Insurance Coverage

Each Chromebook comes with a limited factory warranty. It covers the cost of repair for manufacturer defects. Please note that damages due to accidents or abuse can incur repair costs up to the cost of the device. Lost or stolen Chromebooks must be replaced and will incur a charge totaling to the replacement cost.

ABQ Schools do not provide insurance coverage on the Chromebook.

Returning your Chromebook

- Students withdrawing from ABQ School must return their Chromebook and all ABQ School purchased accessories on their last day of attendance (or a date determined by the School

administration) to a place and time determined by School administration.

- If, upon inspection of the device, there is an evidence of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook.
- Failure to return in the Chromebook and accessories will result in the student/parent/guardian being charged the full replacement cost.

Chromebook Care Protecting & Storing Your Device

Students are responsible for the general care of the ABQ-School provided Chromebooks. Chromebooks that are broken, or fail to work properly, must be reported in accordance with school procedures, as soon as possible. If a loaner Chromebook is needed, one may be issued to the student (subject to availability) until their Chromebook can be repaired (maximum for a period of two weeks).

DO NOT TAKE ABQ SCHOOL--OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS without ABQ School's approval. Students may be asked by teachers or School administrators to provide their Chromebook for inspection for damages or misuse.

It is highly recommended that a protective cover and/or protective sleeve or carrying case be purchased for the Chromebook. It will protect the Chromebook from accidental damage.

1. General Care and Precautions

- Chromebook battery must be fully charged before the start of each school day (online class & physical class).
- Do not remove the ABQ School identification label from the Chromebook.
- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the ABQ Schools.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include the school grounds, the cafeteria, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. If a Chromebook is



found in an unsupervised area, it should be immediately reported to the main office in your school.

2. Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below:

- Do not lift Chromebooks by the screen. When moving a Chromebook, support it from the bottom with the lid closed.
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use disinfectant wipes, window cleaner, any type of liquid, or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into a book bag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment, do not grasp screen by wrapping your hand around the screen; your thumbs can shatter the screen.

3. Carrying Chromebooks

- Never carry the Chromebook while the screen is open.
- Do not carry the Chromebook by the screen.
- Do not transport Chromebook with the power cord inserted.
- Purchasing a protective cover and/or a secured carrying case for extra protection, i.e., padded sleeve section of your backpack, is highly recommended.

4. Storing Chromebooks

- Chromebooks should never be left in vehicles or in a location that is not temperature controlled.
- Chromebooks should always be stored safely at all times, especially during extra-curricular events.
- Chromebooks should never be shoved into a locker or placed on the bottom of a pile.

5. Labels and Serial numbers on Chromebooks

- Chromebooks must have the ABQ School label on them at all the times.
- Labels and the Chromebook serial number should not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag or turning in a Chromebook without a school asset tag.



Using Your Chromebook

1. Student responsibilities and Legal propriety

- Bring fully charged Chromebooks to school every day. (online class and physical class)
- Bring your Chromebook to all your classes, unless specifically instructed not to do so by your teacher.
- Follow each teacher’s rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Do not change ABQ school settings or remove ABQ school identification tags or barcodes from Chromebooks.
- Follow Internet safety guidelines.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other people.
- Obey general school rules concerning behavior and communication that apply to technology use.
- Do not send harmful, anonymous, or misleading communications for any purpose.
- 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 the School IT staff.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.
- Use network, services, devices, or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/ viruses, transferring large amounts of data across the network, or attempting to hack into network/ online systems. Do not attempt to bypass the web filter, attempt to gain access, or use/change other students’ accounts, files, or data.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to discipline. Violation of applicable state law will result in criminal prosecution or disciplinary action by the ABQ School.
- Students must not use the school’s Internet/email accounts for financial or commercial gain, or for any illegal activity including, bullying, harassing, credit card fraud, electronic forgery, or other forms of illegal behavior. Violation will lead to severe penalties including removal from the School and legal action as may be required.



2. Managing your files and saving your work

- Students will be logging into ABQ School's G Suite domain and saving documents to Google Drive via the Chromebook or any device that has Internet access.
- Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only.
- Chromebooks will NOT be backed up by the ABQ School in cases of resetting or re-imaging. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- If technical difficulties occur and cannot be repaired, the Chromebook may need to be restored to factory defaults. All student-created files stored on external storage devices, USB flash drives, etc. or Google Drive will remain intact after the operating system is restored. However, all other data (documents, photos, music) stored on local internal memory of the Chromebook will not be restored.

3. Chromebooks unavailable/Left at home

- If students leave their Chromebook at home/ Chromebook is unavailable for online classes, they will be considered unprepared for class. They are responsible for completing their coursework as if they had their Chromebook present.

4. Chromebook battery

- Chromebooks must be charged each evening and brought to school each day fully charged for online and physical classes. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their device to a power outlet in class or at designated charging stations within the School.

5. Photos, Screensavers and Background Photos

- Inappropriate media may not be used as a screensaver or background.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will be dealt with as per the School code of conduct.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

6. Sound, Music, Games or Programs

- Sound must be muted all the time unless permission is obtained from the teacher for instructional purposes.
- Students should have their own personal set of headphones, which may be used in the classroom at the discretion of teachers.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the School is carefully

monitored. Students may be directed by School personnel to remove apps, music, and videos if the storage of instructional materials is compromised.

7. Printing

- **At Home:** The Chromebook does not support a physical printer connection. Instead, students may print to their home printers from their Chromebooks using the Google Cloud Print service. A wireless home network is required for this <http://google.com/cloudprint>. Alternatively, G Suite documents can be printed from any other computer, in or out of school, that has a printer connection.
- **At School:** Printing is limited from Chromebooks. Students can log into their G Suite account on a desktop or laptop to print. Teachers will encourage and facilitate digital copies of homework.



Security

1 Chromebook Security and Inspection

ABQ Schools use a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks may be made to ensure that students have not added/removed apps/extensions.
- Any attempt to change the configuration settings of the Chromebook will result in an immediate disciplinary action.
- All activity on the Chromebook and ABQ School-issued email account, whether conducted at School or off campus site, is subject to search as ABQ School property.
- Chromebooks may be inspected at any time.

2 Network Security

- The ABQ Schools will be responsible for providing network access and content filtering at School premises.
- ABQ Schools makes no guarantee that their network will be up and running 100% of the time. In the rare instances that the network is down, the school will not be responsible for lost or missing data.

- Students will not be penalized if the School network is down and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of network outage will affect all students and staff in the School building.
- The School utilizes an Internet content filter. All Chromebooks will have all Internet activity protected and monitored by the School.
- While the ABQ Schools provide Internet content filtering both on and off campus, parents/guardians are responsible for monitoring student Internet use when off campus and at home.
- Attempting to disable or bypass School Internet content filters, including using or attempting to use proxies/vpn to access sites that would otherwise be restricted, is not permitted, and will result in disciplinary action. Student use of the Internet is monitored on ABQ School-issued devices.
- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be a violation of the ABQ School's policy and appropriate disciplinary action will be taken.



3. Privacy

- All School-issued electronic devices can record or collect information on user's activity, both online and offline.
- All files stored on the ABQ School's G Suite accounts or network are the property of the School and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of the School administration. Students have no expectation of confidentiality or privacy with respect to the usage or content of an ABQ school--issued Chromebook, regardless of whether that use is for ABQ school--related or personal purposes, other than as specifically provided by law.



Repairs & Fees

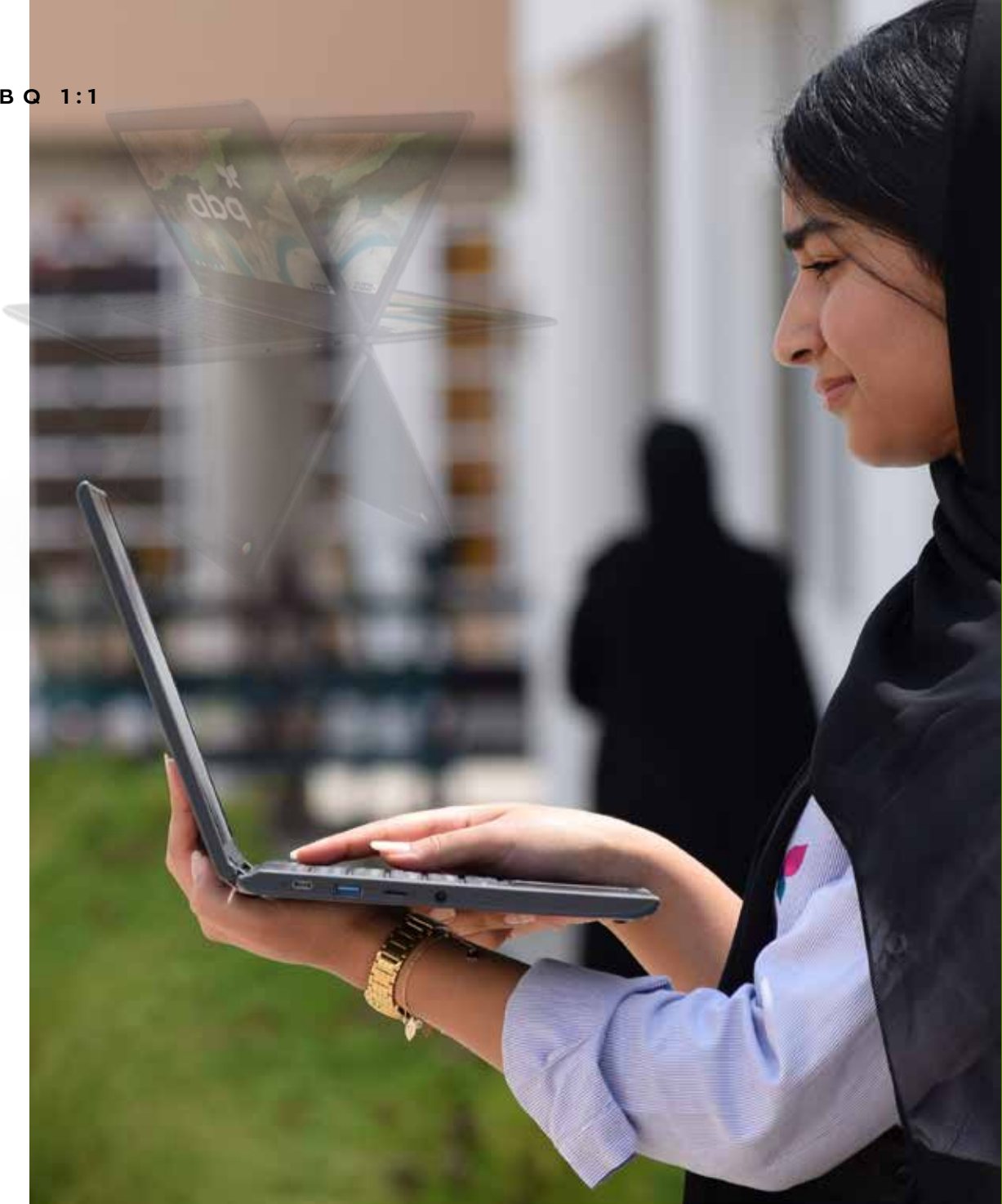
1. Chromebook Repairs

- Chromebooks that are broken or fail to work properly must be reported to the designated Lenovo service centers in Oman.
- Repairs not covered under the standard one-year hardware warranty from the manufacturer are the responsibility of the student/parent.
- The School IT Department will provide the list of authorized Lenovo service centers.
- Where possible, the School may assign a loaner Chromebook for which the student/parent must sign a loaner agreement. Students will be responsible for caring for the loaner as if it were their own, and are subject to charges for damages, theft, or loss.
- The school may also refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages, and the parent/guardian may incur additional charges.

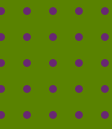
2. Fees/Fines

- Any software issues not due to misuse or intentional damage will be covered by the ABQ school; however, any intentional or accidental damage to the device setup may be subject to a fine.
- Fines will be imposed as the circumstances may warrant at the discretion of the ABQ school.





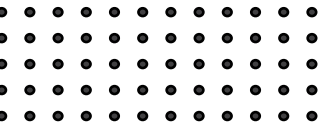
In a world full of uncertainty and challenges, we are clear about our path because we make the future happen today.



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