

**Morristown High School
Google Chromebook
Policy, Procedures, and Information 2017 - 2018
Morristown High School Google Chromebook 1:1 Program**

The focus of the Chromebook program at Morristown High School is to provide tools and resources for the 21st century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing student access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction between students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used at Morristown High School considered by the Administration to come under this policy.

*Teachers may set additional requirements for use in their classroom.

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1. GENERAL INFORMATION

1.1 Receiving Your Chromebook

- Chromebooks will be distributed each fall after the student/parent/teacher informational meetings.
- **Parents & students must sign and return the Universal Sign-Off Form before the Chromebook can be issued to their child.**

1.2 Chromebook Check-in

- The district reserves the right to collect Chromebooks prior to the end of the school year, on a date to be provided, so that they can be checked for serviceability and stored for the summer. If a student transfers out of the Morris School District during the school year, the Chromebook, Chromebook charger, and any other peripheral devices/tools issued must be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Morristown High School for any other reason must return their individual school Chromebook, Chromebook charger, and any other peripheral devices/tools issued on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, and any other peripheral devices/tools issued, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, and any other peripheral devices/tools issued. Failure to return the Chromebook, Chromebook charger, and any other peripheral devices/tools issued will result in a theft report being filed with the Morris Township Police Department.
- Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Protection plan, and must return the computer and accessories to Morristown High School in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.3 Check-in Fines

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact **administration immediately**.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of the Morris School District and its administrators.
- After **two incidents** of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

Issue	Action(s) Necessary	Cost
Accidental Damage (1 st Instance)	A report must be made immediately to administration . The device must be returned to the school so that a new or spare device may be issued.	\$10 or no cost, dependent on investigation of the cause.
Accidental Damage (2 nd Instance)	A report must be made immediately to administration . The device must be returned to the school so that a new or spare device may be issued.	\$20
Accidental Damage (3rd+ Instances)	A report must be made immediately to administration . The device must be returned to the school. Some loss of privileges of using the Chromebook may occur such as the following: - limiting participation in the Chromebook program, - may not be permitted to take the device home,	Minimum: \$20 Maximum: full cost of device

	- possible referral and disciplinary action.	
Intentional Damage	A report must be made immediately to administration . The device must be returned to the school so that a new device may be issued. Deliberate damage is considered vandalism, and will be referred to the dean of students. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies.	High Level Fine: All costs of whatever kind that are associated with replacing or repairing the device.
Loss	A report must be made immediately to administration .	Full cost of device
Theft	A report must be made immediately to administration and a police report MUST be filed with the Morris Township Police Department.	No cost
Powercord, extension cable, SIM Card, etc.	A report must be made immediately to administration , the Chromebook, power cord, SIM Card, etc. must be returned to the Media Center.	Maximum: \$30 each

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Morristown High School Library Media Center for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the Morris School District acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen. Do not use cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Morris School District.
- Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their Chromebook battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold, therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

2.2 Carrying Chromebooks

- The students will not be provided with carrying cases or shells for the Chromebook. If a student plans to carry the Chromebook in his/her backpack, we recommend that you consider purchasing a protective case or shell for the device.

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc as it will eventually break the screen.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

****If a student decides to opt-out of the Chromebook program, he/she will be expected to bring his/her own device to school on a daily basis. The device must have the same capabilities as the Chromebook, i.e. it must be able to run the Chrome web-browser.**

- Appropriate devices include: any Macbook, PC laptop/tablet running a full version of Windows or Linux.
- Incompatible devices include: smartphones (e.g. iPhones, Galaxy, etc.), iPad (we can't guarantee that this device will be fully compatible with required apps)

3.1 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” their Chromebook. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the dean of students.
- If a student leaves their Chromebook at home for two consecutive days, he/she will be required to bring in the device and have a mandatory inspection of said device.

3.2 Chromebook Undergoing Repair

- Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair in the Library Media Center. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks may be issued for use only in school until all fines have been paid.

3.3 Charging Your Chromebook's Battery

- Chromebooks must be brought to school each day in a **fully charged** condition. Students need to charge their Chromebooks each evening.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.
- Chargers should be brought to school with the Chromebook on a daily basis.

3.4 Photo Library/Screensavers/Background Photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- 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.

3.5 Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.6 Printing

- Printing will be available with the Chromebook. Students will be given information and instructions on printing with the Chromebook at school.

3.7 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist

students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.

- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
- If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

4. MANAGING YOUR FILES

4.1 Saving to the Chromebook

- Students may save work to their Google Docs (Drive) accounts (or other cloud based storage medium) via the Chromebook.
- 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. It is also important to note that Chromebooks will NOT be backed up by the district 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.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

- The Morris School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment can not be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. APPS AND EXTENSIONS ON CHROMEBOOKS

5.1 Originally Installed Apps

- The Extensions/Apps originally installed by Morristown High School must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks may be made to ensure that students have not removed required apps/extensions.
- Any attempt to "jailbreak" the Chromebook or change the initial configuration of the device when it was issued, will result in an immediate disciplinary action.

5.2 Additional Apps

- Students are allowed to load extra extensions/Apps on their Chromebooks. Morristown High School will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

5.3 Inspection

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Procedure for Re-loading Software

- If technical difficulties occur or illegal software is discovered, the Chromebook may be restored from a backup. The school does not accept responsibility for the loss of any software or documents deleted due to a required

reformatting and/or re-imaging of any device.

- Students are strongly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- Students are strongly encouraged to manage their backup data to ensure that enough space is available for school created content.

5.5 Software Updates

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 Parent/Guardian Responsibilities

- Talk to your children about the values and standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
 - The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and “netiquette.”
 - NetSmartz: <http://www.netsmartz.org/Parents>
 - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
- Ensure that siblings and other family members are not using the device for personal use.

6.2 School Responsibilities are to:

- Provide access to Internet and online course materials to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- The Chromebook policy will be similar to the policy for school lockers. The Morris School District reserves the right to review, monitor, and restrict information stored on or transmitted via Morris School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

6.3 Students are responsible for:

- Using computers/devices in a responsible and ethical manner. Use or possession of hacking software is strictly prohibited and violators will be subject to Morristown High School Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid Morris School District in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Complying with trademark and copyright laws and all licensing agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Giving credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism is a violation of the Morris School District Code of Conduct.
- Immediately reporting to a teacher or administrator any emails containing inappropriate or abusive language, or containing questionable subject matter.
- Returning their Chromebook or Summer Sign-off Agreement to the Library Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Morristown High School for any other reason must return their individual school Chromebook and other peripherals on the date of termination.
- Monitoring all activity on their account(s).

6.4 Strictly Prohibited Student Activities:

Students are strictly prohibited from the following actions while using their Chromebook (Morris School District reserves the right to modify this list at any time):

- Changing Chromebook settings (exceptions include personal settings such as font size, brightness, etc).
- Bypassing the Morris School District web filter through a web proxy.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates an applicable existing, or future, Board policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Spamming/sending mass or inappropriate emails.
- Sending anonymous or misleading communications for any inappropriate purpose via any means.
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Use of chat rooms or sites that sell term papers, book reports, and other forms of student work.
- Using the Internet to access personal (non-school related) accounts - i.e. non-school issued e-mail accounts (yahoo, hotmail).
- Giving out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting-up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Gaining access to other student's accounts, files, and/or data.
- Using the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Participating in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalising (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) school equipment.

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Morris School District may be applied to the device.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction.
- Chromebooks that have been damaged from student misuse, neglect, or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage -- students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen **must be reported immediately to your local police department** (the police report must be submitted) **and to school administration**.

6.6 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and licensing agreements.
- Plagiarism is a violation of the Morris School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Morristown High School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook). See Section 9 below for more details.

7. PROTECTING AND STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Electronic record of serial number.
- Students may not remove labels and/or serial # labels that are placed on the device.

7.2 Storing Your Chromebook

- When students are not using their Chromebooks, they should store the device in a secure location. During gym periods the Morris School District recommends that students store their Chromebooks in either the gym locker provided by the school district or in their student locker.
- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not the device may be needed.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, bathrooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Library Media Center or the main office and may result in disciplinary action.

8. REPAIRING OR REPLACING YOUR CHROMEBOOK

8.1 School District Insurance Protection

- The Morris School District has purchased a private insurance package for all Chromebooks.
- This protection package covers any type of device malfunction at no expense to the user.
- It also covers limited damage coverage for the Chromebook.
- The fee for a lost Chromebook will be the replacement cost of the device.

8.2 Personal Home or Homeowner's Coverage

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in the case of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.
- Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.3 Claims

All insurance claims must be reported to the school office. Students or parents must provide a report in the event of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before a Chromebook can be repaired or replaced with School District Protection.

9. CONDUCT REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, and Out-of-School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Bringing Chromebook to Gym - unless directed by gym teacher.
- Lack of adequate care for Chromebook, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Adding a credit card to a Google account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

10. DIGITAL CITIZENSHIP

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider the personal information about my life, experiences, or relationships that I choose to post. I will not be obscene. I will act with integrity.
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 while online. 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 people. I will show respect for other people in my choice of websites--i.e. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite 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 produced by others. I will purchase, license, and register all software, or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Morristown High School

Student Pledge for Chromebook Use

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will use my Chromebook in ways that are appropriate, that meet Morris School District expectations, and that are educational.
9. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
10. I will not deface the serial number or Chromebook sticker on any Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Morris School District.
12. I will follow the policies outlined in the *Google Chromebook Policy, Procedures, and Information Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District Chromebook and power cords in good working condition.
16. I will be a proactive digital citizen when using my Chromebook.
17. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, including but not limited to the Morris School District *Use of Technology Policy 2360*, as well as any applicable provisions of the *Student Handbook* and any individual building policies and procedures.

Student/Parent Pledge for Chromebook Use

18. I / We understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
19. I / We understand the terms and conditions of the insurance coverage for the Chromebook that was purchased by the Morris School District.
20. I / We understand that students may take Chromebooks home in the evenings for school related use, however I/we understand that students must have Chromebooks in school everyday.
21. I / We understand that students must return Chromebooks and power cords at the end of the school year in the condition it was received.
22. I / We understand that I must report any problems or damage to the Chromebook to the MHS IT department.
23. I / We understand that the Morris School District reserves the right to conduct unannounced inspections of student Chromebooks.
24. I / We understand that the use of Chromebooks will be governed by all terms and conditions of the Morris School District policies and regulations, including but not limited to the Morris School District *Use of Technology Policy 2360*.

Individual school Chromebook computers and accessories must be returned to the Morristown High School at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Morristown High School for any other reason must return their individual school Chromebook computer on the date of termination. Failure to hand in Chromebook under any of these circumstances will result in the withholding of student transcripts.