

Chromebook Handbook for Students and Parents

**Chromebook Program
2016-17 School Year**

**Chester ISD
Chester, TX**

Introduction

Chester Independent School District seeks solutions to prepare our students for the world they face when they leave our halls. We want to help them acquire the skills they need to succeed – academically, professionally and personally. Each student will be issued a Chromebook computer to use both at school and at home as a learning tool to meet these goals.

Before your child's Chromebook is issued, both students and parents must read, accept and comply with the following district documents:

- **Student Use of Computerized Information Resources Policy**
- **Internet and School Network Ethics**
- **Computer, Internet and Email Use Agreement Guidelines and Procedures**
- **General Rules and Code of Ethics Agreement.**

Parents and students also must sign the **Student/Parent Chromebook Use Agreement.**

These documents are included in this packet.

The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate usage/conduct.

Any questions or concerns about the program should be directed to the principal, Brandi Havard.

Contact Information

Brandi Havard, Principal
Cathy Buckner, Technology Coordinator

Use of Chromebook Computers

Distribution, Repossession and Ownership of Hardware and Data

Chromebooks will be distributed in school, once the students and parents/guardians have read and signed the Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; Code of Ethics Agreement and the Student/Parent Chromebook Use Agreement. The Chromebooks will remain with the students until the end of the school year, at which time notice will be given as to the process and timeline for the Chromebooks to be returned. Chromebooks must be returned to the district before the end of the school year. When a student leaves the district he/she will surrender the Chromebook to the District.

All data on the Chromebook is considered the property of the Chester Independent School District. **The Chromebook and its data can be searched at any time** and no data will be saved for the student. It is the student's responsibility to archive any data on his/her own personal removable media.

Electronic documents, network usage and all stored files **shall not be considered confidential and may be monitored at any time** by designated district personnel to ensure appropriate use. The District complies fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Network Use

As part of **Google Apps for Education (GAFE)** all students have their own online drive that is accessible through the student's personal log in. This drive is a safe and secure place for students to save their work. Should the Chromebook experience problems and be out for repair, the students will be able to access their files in Google Apps for Education using a computer. Students are encouraged to save all important work to their GAFE drive on a regular basis.

Students should not loan their Chromebook to any other student, nor should they borrow a Chromebook from another student. In no circumstance should a student allow another student to log into his/her network drive, nor should any student share his/her login (user names and passwords) with any other student.

The safe and responsible use of the Internet is of utmost importance to the district. While at school, students are protected from potentially dangerous and inappropriate content through the District's network filter.

Parents are encouraged to be aware of and monitor their child's Internet usage at home. Home monitoring of technology use should be embraced and practiced.

General Chromebook Rules and Code of Ethics for Chromebook Program

Every student and parent/guardian must read and agree to the CISD Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; Code of Ethics Agreement and the Student/Parent Chromebook Use Agreement before any student is allowed to use the computers in the district. In addition, the following are rules and guidelines that both the student and parent/guardian must agree to before the Chromebook is issued to a student participating in the one-to-one program:

Preparedness for School

- Students will bring their Chromebook to school each day.
- Students will come to school each morning with the battery fully charged.

General Usage of Chromebook and Installed Devices

- Use of the Chromebook at school is for academic purposes only. Students will not use Chromebooks for game playing, instant messaging, chat rooms or online forums unless part of a school project and with teacher consent.
- Students will not use the Chromebook webcam to photograph any other student or teacher unless for academic purposes, and only with the other person's consent.
- Students will not use the Chromebook microphone to record any other student or teacher unless for academic purposes, and only with the other person's consent.

No Loaning or Borrowing Chromebooks

- Students must not loan Chromebooks to other students.
- Students must not borrow Chromebooks from other students.
- Students must not share user names and passwords with others.

Damage and Loss

- Students will immediately report any malfunctions, damage or loss of the Chromebook to a classroom teacher or administrative staff member at school.
- In the case of theft, vandalism and other criminal acts, a police report must be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the police report be brought to the school.
- The annual cost for damage and loss protection is **\$36.00**. There will be a \$50.00 deductible each time the unit must be repaired.

Inappropriate Content

Inappropriate content is not allowed on Chromebooks. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug and gang related symbols or pictures will result in disciplinary actions.

Care and Maintenance of Chromebooks

- Students will keep their Chromebooks clean with **no attached stickers** or other items that might deface or damage the Chromebook's finish, screen or other components.
- Exposure to food and beverages can have damaging effects on the workings of a Chromebook. The student will be responsible for damage due to neglect of this rule.

Installing Programs/Deleting Files/Downloading & Streaming

- Students will not attempt to install or download software not approved for District use.
- Students may not delete, move or rename any folders or files that they did not create or that they do not recognize.
- Students will not download streaming video, music or participate in any task which would require excessive amounts of bandwidth while connected to the school network, unless the task is teacher sanctioned.
- Students will not reset the configuration of the Chromebook.

Transporting and Storage of Chromebooks

- Chromebooks must be transported in a district supplied or district approved backpack or Chromebook case.
- Between classes, Chromebook lids must be closed and Chromebook must either be shut down or in hibernation mode.
- Students will store their Chromebooks in a secure location (hall or locker room lockers) when not using them.

Sound

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

Music, Games and Other Programs

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- All software loaded on the Chromebook must be installed by district personnel and/or be district approved.

Students agree that violation of the Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; Code of Ethics Agreement and the Student/Parent Chromebook Use Agreement for the Chromebook program may result in disciplinary action, the revoking of Chromebook and network privileges and appropriate legal action.

Chester Independent School District

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

Computerized information resources can motivate student learning, expand opportunities for individualized instruction, provide new learning resources, and make abstract concepts more concrete. The Board of Education provides computers and Internet access as tools to enhance its mission to teach the skills, knowledge, and behaviors students will need as successful and responsible adults.

Student use of school computers shall be limited to work related to their academic program and their school-sponsored extracurricular activities. Students are responsible for appropriate behavior on the district's computer network. The Student Code of Conduct rules for behavior and communications shall apply.

The use of the network is a privilege, not a right, and may be revoked if abused. The student is personally responsible for all activity that originates from his/her account while accessing and utilizing the school's computer resources. These rules are intended to help ensure that students use school computers and the Internet in a safe and appropriate manner.

The Board of Education also provides students instruction in the proper and effective use of these resources. Generally, the same standards of acceptable conduct that apply to any school activity shall apply to use of the district's computer system. Students are expected to act in a respectful, responsible and legal manner.

Although the district exercises professional judgment in selecting computerized information resources, the nature of the Internet makes it impossible to control this resource fully. Access to the Internet will be granted for all students and all students agree to abide by the Student Code of Conduct and the district's Acceptable Use Policy. A parent or guardian may explicitly request their child not have access to the Internet. A formal written request must be submitted to the district

Electronic material that users transmit or store is not private. The district reserves the right to monitor use of its computer system to assure that it is being used in compliance with Board of Education policy and administrative regulations as well as applicable state and federal laws.

Misuse of the computer system can result in disciplinary action, including restriction of computer privileges. Illegal actions will be subject to police investigation and action.

INTERNET AND SCHOOL NETWORK ETHICS

Access to the Internet and the school computer network is a privilege, not a right.

BE SAFE – Passwords are secret. Don't share your password or use anyone else's password. It's like stealing a key and is an invasion of privacy. Never reveal personal information including your or another's personal address and telephone number. Never transmit credit card information.

BE YOURSELF – Never use anyone else's name or account. Do not post anonymous messages.

BE HONEST – observe copyright laws. Be certain to cite sources properly. Do not transfer any commercial software onto school computers.

BE POLITE – Do not insult or lie about anyone or use offensive language, not even in private messages to friends. This includes materials created off-school and accessed at school. Do not send or access pornographic materials or files containing racial, ethnic or minority slurs. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.

BE FAIR – Use the Internet, which includes email and IM for schoolwork only. Do not use for commercial purposes or political lobbying (excluding student government).

BE CONSIDERATE – Do not waste time on-line.

BE CAREFUL – Do not download or transmit any file with a computer virus. Do not violate federal, state, or local laws.

BE ALERT – Report any security problems, violations or abuses to your teacher.

BE RESPONSIBLE – Users shall not intentionally seek information about, obtain copies of, or modify files, other data, or passwords belonging to other users. Hardware or software shall not be destroyed, damaged, modified or abused in any way. Users are not allowed to install software from any source without permission from a system administrator.

Should I commit any violation, my access privileges may be suspended or revoked and disciplinary action will be taken.

Computer, Internet and Email Use Guidelines and Procedures

CISD provides extensive computer and Internet resources to its staff, students and community at large as part of its educational mission. When used appropriately and responsibly, these resources provide a wealth of information and access to state-of-the art technologies that have become fundamental to the everyday educational experiences of our staff and students.

The district has the right and responsibility to monitor the use of its equipment and network for compliance to policies and procedures. Violation will result in disciplinary action.

Students and staff in Chester Independent School District are expected to adhere to the following guidelines and procedures:

- All computer, Internet and email resources are the property of the Chester Independent School District. Users will follow the District's policy and regulations for use.
- Students and users must understand that they have the responsibility for their own actions while using the Internet or the network.
- Education and school-related business is the purpose of Internet, network and email use in the school district.
- Users may not install, modify or delete software on individual workstations or on the network file server.
- Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Users will be responsible for activity on their accounts. No user may access the network with another user's identification.
- Plagiarism constitutes a violation of the law and district policy.
- All copyright laws, including those governing the copying of computer software, must be observed.
- The use of the computer to transmit or view hate mail, harassment, profanity, obscenity, pornography, discriminatory remarks, misrepresentation, impersonation, and other anti-social behaviors are prohibited.
- Any use of the Internet, the network or email for personal use, political lobbying, advertising, commercial or for-profit purposes or any illegal purpose is prohibited.
- For the user's safety, discretion should be used when revealing personal information such as full name, home address, phone number, age, gender, etc., to unknown parties over the Internet or in email communication.
- The computer network is a finite resource; users have been allocated access to a finite portion of that network and must be respectful of that allocation.
- The district reserves the right to monitor use of the network. A user has no expectation of privacy as to his or her communications or uses of the Internet.
- Anyone using the district's technological resources is bound by the content of the Acceptable Use Policy and Guidelines.

Student/Parent Chromebook Use Agreement

Terms: You will adhere to the Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; and Code of Ethics Agreement before taking possession of the property and will comply at all times with these agreements. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property. By signing this agreement you also agree to allow your child permission to use Google Apps for Education.

Title: Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditional upon your full and complete compliance with the Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; Code of Ethics Agreement and the Student/Parent Chromebook Use Agreement.

Loss or Damage: If the property is damaged, lost or stolen, you will report the incident to the District immediately or by the next school day if the incident occurs out of school. If you demonstrate negligence you may be held responsible for the costs associated with the damage or responsible for the replacement cost of \$250.00. In the case of theft, vandalism and other criminal acts, a police report must be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the police report be brought to the school. We will then report the loss to our insurance company. The parent/student will be responsible for an annual payment of \$40.00 plus \$50.00 deductible to repair/replace the computer.

Repossession: If you do not comply fully with all terms of the Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; Code of Ethics Agreement and the Student/Parent Chromebook Use Agreement, the District shall be entitled to declare you in violation and can take possession of the property.

Term of Agreement: Your right to use and possess the property terminates no later than the last day of the school year unless terminated earlier by the District or by your withdrawal from the District.

Appropriation: Your failure to return the property on time and the continued use of it for non- school purposes without the District's consent may be considered unlawful appropriation of the District's property.

In this agreement, "we," "us," and "our," means the District. "You" and "your" means the parent/guardian and student enrolled in Chester Independent School District. The "property" is an Acer Chromebook owned by CISD with the following serial/asset tag numbers.

Serial Number: _____ CISD Inventory# _____

Student Name (**PRINT**): _____
Last Name First Name Student ID #

Student Signature _____ Date _____

Parent Name(**PRINT**): _____
Last Name First Name

Parent or Guardian Signature _____ Date _____

Annual Damage/Loss Fee: Amount: _____ Cash Check # _____

CISD Employee Signature Date Paid