

2022-2023

# IPCISD Chromebook Handbook



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The focus of the 1:1 (1 Chromebook per student) program in Iowa Park CISD is to provide equipment and resources that meet the needs of today's students.

The Chromebook 1:1 Program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

The information within this document applies to the 1:1 Chromebook program for all students at Iowa Park High School. Please note that teachers may set additional requirements for use in their classrooms.

## Student Chromebook Pledge

1. I will take care of my Chromebook.
2. I will never leave my Chromebook unattended.
3. I will never loan out my Chromebook to others.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will be responsible for any damage caused by food or drink to my Chromebook.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it in the IPCISD issued case.
9. I will understand that my Chromebook is for educational use.
10. I will not deface my Chromebook (no stickers, writing, engraving, etc.).
11. I will only use school-appropriate decorations (such as stickers, markers, etc.) on my Chromebook case.
12. I will understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Iowa Park CISD until released to me at graduation.
13. I will file a police report in the case of theft or vandalism.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Chromebook, case and power cords in good working condition at required check-ins (i.e., withdrawal from school or summer).
16. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

## General Information

### What is a Chromebook?

A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the web, rather than traditional applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

### Chromebook Check-in and Check-out

1. Chromebooks will be distributed each fall after the required documents have been signed and fees have been paid by parents and students.
2. **Summer:** Students will not be allowed to take their Chromebooks home for the summer.
3. **Withdrawal:** If a student withdraws from Iowa Park CISD, the Chromebook, charger, and case will be returned at the time of the withdrawal. Students will be responsible for paying for any damages to the equipment, not to exceed the replacement cost of the Chromebook. Failure to return the Chromebook, charger, and case may result in a warrant for arrest on theft charges.

### Chromebook Fees

Students are no longer required to pay a Chromebook Fee. Students are responsible to pay for repairs if the Chromebook is damaged. Discipline action may also be incurred if there is repeated damage to the Chromebook.

#### *Damage Costs*

*Screen Replacement \$100.00*

*Key Replacement \$30.00*

*Hinge Cap Replacement \$30.00*

*\*Other damage costs will be assessed if necessary.*

## Repair or Loss

Chromebooks that are broken or fail to work properly must be taken by the student to an administrator in a timely manner. Any repairs that are not due to misuse or damage will be covered by the Chromebook fee. If the Chromebook must be sent off for repair, a temporary replacement will be provided for the interim. If a Chromebook is damaged and needs to be replaced, the school will only replace anything within the manufacturer's warranty. If the Chromebook is damaged beyond repair or is lost, the student is responsible for the cost of replacing the Chromebook and the Google license associated with that Chromebook. See your campus Student Handbook for more information.

Cost of Chromebook: \$300.00

Cost of Google license: \$30.00

## Theft

1. Students (or parents) must contact a campus administrator if there a possible theft of the Chromebook that has been issued to that student.
2. A theft report is required within 48 hours of the incident in order for the Chromebook to be replaced. Students who believes there was a theft and do not have a theft report will be required to pay the full replacement cost.

## Chromebook Use

### General Use

1. Use caution when eating or drinking near your Chromebook.
2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to prevent damage.
3. Chromebooks must be in the IPCISD issued case or personal case at all times when not in use.
4. Students should never carry their Chromebooks while the screen is open.
5. Do not stack any books, heavy materials, etc. on top of the Chromebook in your locker or backpack. Anything placed on the Chromebook may cause damage.
6. Do not close the Chromebook with anything inside of it (pencil, etc.). This can cause screen damage.
7. Chromebooks may be stored in the student's locker with the lock securely fastened. Nothing should be placed on top of the Chromebook when stored in the locker.
8. Students need to take their Chromebooks home with them every night to charge them.
9. If a student is attending a school-sponsored activity (either off campus or after school), he/she should secure the Chromebook in a locker.
10. Chromebooks should not be left unattended, particularly in the cafeteria, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds.
11. Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.

### Charging Your Battery

1. Average battery life should be 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to a campus administrator for repair.
2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.
3. Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening. Students who do not bring their Chromebooks to class charged may be given an alternate assignment on paper.

## Screen Care

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Clean the screen with a soft cloth.
5. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

## School Use

1. 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 Chromebooks to all classes, unless specifically instructed not to do so by their teacher.
2. If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebook present. The teacher has the option of giving the student an alternate assignment if the Chromebook is not brought to class.
3. If a student consistently does not bring his/her Chromebook to class, parents will be contact.

## Chromebook Management

1. Only the IPCISD student who is assigned to the Chromebook is allowed to log into that Chromebook.
2. Any attempt to remove the domain management will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

## Media, Sound, and Games

1. All photos (including desktop background) and videos must meet District Acceptable Use Guidelines.
2. Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges.
3. Music and games must serve an educational purpose and meet Acceptable Use Guidelines.
4. Use of media, sound, and games must be in accordance with classroom procedures.

## Home Internet Access

1. Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access resources needed to complete school work.
2. Chromebooks are content filtered (blocked from pornography, hate, violence, most social media) no matter what network they are on. Any student who attempts to bypass the



content filter is in violation of the Acceptable Use Agreement and is subject to disciplinary action.

## Sound

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

## Printing

At School: At this time, printing from a Chromebook will not be available at school. Printing will be available from non-Chromebook computers on a limited basis and will be subject to classroom requirements when possible. Teachers will facilitate digital assignments.

At Home: The Chromebook will not support a physical computer connection. Instead, users may print to their home printers using the Google Cloud Printing service. A wireless home network is required for this. Please see <http://www.support.google.com/cloudprint> for more details.

## Saving to the Chromebook

1. Student work will be saved in the student's Google Drive. Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook. There is also limited access to Drive files on tablets and smart phones.
2. Files that are saved locally on the Chromebook (downloaded PDFs, for example) are only available on that Chromebook.

## Network Connectivity

1. Iowa Park CISD makes no guarantee that the IPCISD 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.
2. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc.
3. Most of the Google Drive Apps can be used offline. Once a student reconnects to the Internet, the offline files will sync with the Google Drive account.

## Apps and Extensions

1. Iowa Park CISD manages the apps and extensions that are available on the Chromebook. Apps and extensions installed by the district are not to be removed by the student.
2. Any app or extension that violates the Acceptable Use Guidelines or that is deemed inappropriate for use in school is not to be installed on the Chromebook.

## Inspection

1. Chromebooks are property of the IPCISD and are subject to inspection at any time.
2. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the Chromebook.

## Chromebook Operating System Updates

1. The Chromebook will update automatically every time the device is connected to the Internet.
2. If a Chromebook does not appear to be managed by the school management system, running slowly, or has trouble connecting to a network, the Chromebook should be turned in to a campus administrator and turned over to the Technology Director for maintenance.

## Digital Citizenship

District-issued Chromebooks should be used for educational purposes and students must adhere to the Iowa Park CISD Responsible Use Policy as well as related policies and procedures at all time when using Chromebooks on or off campus.

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* – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
2. *Protect Yourself* – Ensure that the information, images, and materials posted online will not put you at risk. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
3. *Respect Others* – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.

## Parent/Guardian Responsibilities

1. Talk to your children about values and the 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.
2. Be an active participant in your child's digital life. Have them show you what sites they are navigating to, what apps they use, and what they are working on.
3. The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship:

NetSmartz: <http://www.netsmartz.org/Parents>

Common Sense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>