

2020-2021

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 WF George Middle School and 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

There is a yearly, non-refundable Chromebook insurance fee. The fee covers incidentals for minor repairs and for usage. The fee costs are as follows:

Non-free or reduced lunch - \$30

(maximum \$90 for families with more than three children at a 1:1 campus)

Reduced lunch - \$15

(maximum \$45 for families with more than three children at a 1:1 campus)

Free lunch - \$10

(maximum \$30 for families with more than three children at a 1:1 campus)

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>

Parent Chromebook Agreement

I have read the Acceptable Use Guidelines and understand that any violation of this policy will result in disciplinary action and/or suspension.

By signing below, my child and I agree to follow and accept:

- IPCISD Student Handbook
- Acceptable Use Guidelines
- Student Code of Conduct
- The Chromebook Handbook

Print Student Name _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Student Chromebook Agreement

I have read the Acceptable Use Guidelines and understand that any violation of this policy will result in disciplinary action and/or suspension.

By signing below, my child and I agree to follow and accept:

- IPCISD Student Handbook
- Acceptable Use Guidelines
- Student Code of Conduct
- The Chromebook Handbook

Print Student Name _____

Print Parent/Guardian Name _____

Student Signature _____ Date _____

Iowa Park Consolidated Independent School District (CISD) provides a variety of electronic communications systems for educational purposes. **The electronic communications system is defined as the District's network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students, including all new technologies as they become available.** This also includes any access to the Iowa Park CISD technology system while on or near school property, in school vehicles and at school-sponsored activities, and includes the appropriate use of district technology resources via off-campus remote access.

In accordance with the Children's Internet Protection Act, Iowa Park CISD educates staff and students regarding about appropriate online behavior, including interacting with other individuals on social networking websites (including chat rooms). Iowa Park CISD also educates staff and students on cyber bullying awareness to insure Internet safety, including use of email and Web 2.0 resources, and has deployed filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. While every effort is made to provide the most secure and optimal learning environment by monitoring on-line activities, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the district will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. **It is each student's responsibility to read district policy, regulations and agreement forms and ask questions if you need help in understanding and following the guidelines for appropriate and acceptable use.**

Iowa Park CISD users are permitted to use the district's resources for legitimate educational purposes. Personal use of district resources is prohibited. In addition, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of Iowa Park CISD resources for the purpose of carrying out such behavior or activity is prohibited.

The smooth operation of the electronic communications system relies on the proper conduct of the users. Therefore, Iowa Park CISD has set the following standards and expectations for conduct:

RULES FOR APPROPRIATE USE

- Students must only open, view, modify, and delete their own computer files.
- Internet use at school must be directly related to school assignments and projects.
- Students will be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission by the district to use. Students are responsible for not sharing the username and password for that account with others and are never to use a different account.
- All account activity should be for educational purposes only.
- Students must immediately minimize the program and report threatening messages or discomfoting Internet files/sites/emails to a teacher.
- Students must at all times use the district’s electronic communications system, including email, wireless network access, and Web 2.0 tools/resources to communicate.
- Students are responsible at all times for their use of the district’s electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise. The district may suspend or revoke your access if you violate the rules.
- Students are responsible for backing up their data.
- Remember that people who receive email from you with a school address might think your message represents the school’s point of view.

INAPPROPRIATE USES

- Using the district’s electronic communications system for illegal purposes including, but not limited to, cyber bullying, gambling, pornography, and computer hacking.
- Disabling or attempting to disable or breach any system monitoring or filtering or security measures.
- Utilizing proxy gateways, or similar technologies, to bypass the Iowa Park CISD’s monitoring or filtering.
- Sharing user names and passwords with others; and/or borrowing someone else’s username, password, or account access.
- Utilizing the district’s network and/or equipment to cheat on assignments or tests.
- Purposefully opening, viewing, using or deleting/destroying/modifying files belonging to another system user without permission.
- Changing hardware or software configurations.
- Electronically posting personal information about one’s self or others (i.e., addresses, phone numbers, and pictures).
- Downloading, installing or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the district’s system.

- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, illegal, or damaging to another's reputation.
- Wasting school resources through improper use of the computer system(s).
- Utilizing school resources for non-instructional purposes.
- Attempting to gain unauthorized access to restricted information or resources.
- Purposefully misrepresenting yourself or others.
- Utilizing social network tools for personal use.

Consequences for Inappropriate Use

- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.
- Termination of System User Account(s): The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user.
- Possible criminal action.

