

Three Way ISD



Chromebook Handbook

2020-2021

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Three Way ISD CHROMEBOOK 1:1 PROGRAM

The focus of the Three Way ISD 1:1 (1 Chromebook per student) Program 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**

Please note that teachers may set additional requirements for use in their classroom.

STUDENT CHROMEBOOK PLEDGE

- 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 others.**
- 4. I will know where my Chromebook is at all times.**
- 5. I will charge my Chromebook as needed.**
- 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 TWISD-issued case.**
- 9. I understand that my Chromebook is for educational use.**
- 10. I will not deface my Chromebook (no stickers, writing, engraving, etc.).**
- 11. I will be responsible for keeping up with my own earbuds or headphones.**
- 12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Three Way ISD.**
- 13. I will file a police report in 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

CHROMEBOOK CHECK-IN AND CHECK-OUT

1. Chromebooks will be distributed at the beginning of the school year. Parents and students must sign and return the Chromebook Handbook Acknowledgement before the Chromebook will be issued.
2. **SUMMER:** Students will turn in their Chromebooks for the summer for updates. Students will be assigned the same Chromebook that was issued the previous year.
3. **WITHDRAWAL:** If a student withdraws from Three Way ISD, the Chromebook, charger, and case will be returned at the time of 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 will result in a fine.

REPAIR

Chromebooks that are broken or fail to work properly must be taken by the student to the TWISD Office in a timely manner. If the Chromebook must be sent off for repair, a temporary replacement may be provided for the interim. If the student's Chromebook is broken multiple times, the student may be asked to pay for the repairs, at the discretion of the superintendent.

LOSS OR THEFT

1. Students (or parents) must contact the Three Way ISD Office if there is loss or theft of the Chromebook that has been issued to that student within 2 days of returning to school.
2. A police report is required for replacement of the Chromebook. Students who lose their Chromebook and do not have a theft report will be required to pay the full replacement cost.

FAILURE TO RETURN:

Failure to return equipment at the end of each school year will result in a fine and theft charges may be filed.

Chromebook: \$200
Chromebook Charger: \$15
Chromebook Case: \$30
Kajeet SmartSpot Device: \$100

CHROMEBOOK USE

GENERAL USE

- 1. NO eating or drinking near your Chromebook.**
- 2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to prevent damage.**
- 3. Students should never carry their Chromebook while the screen is open.**
- 4. Do not stack any books, heavy materials, etc. on top of the Chromebook in your backpack. Anything placed on the Chromebook may cause damage.**
- 5. Do not close the Chromebook with anything inside it (pencil, etc.). This can cause screen damage.**
- 6. Students in grades 8 - 12 may take their Chromebooks home with them every night if they choose. Other students must leave their Chromebooks at the school overnight. Students are responsible for charging their Chromebooks.**
- 7. If a student is attending a school-sponsored activity (either off campus or after school), he/she should secure the Chromebook in teacher-designated area.**
- 8. Chromebooks should not be left unattended, particularly in the cafeteria, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds.**
- 9. 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 the TWISD office 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 or in the classrooms each evening. Students who do not bring their Chromebooks to class charged may be given an alternate assignment.**

SCREEN CARE

- 1. Do not pick up Chromebook by the screen.**
- 2. Do not lean on the top of the Chromebook when it is closed.**
- 3. Do not place anything near the Chromebook that could put pressure on the screen.**
- 4. Do not place anything in the carrying case that will press against the cover.**

5. Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning.

6. Do not bump the Chromebook against 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 Chromebooks present.

3. If a student consistently does not bring his/her Chromebook to class, parents will be contacted.

CHROMEBOOK MANAGEMENT

1. Only the TWISD student who is assigned to the Chromebook is allowed to log into that Chromebook.

2. TWISD Chromebooks are managed by TWISD administration. Any attempt to remove the management will result in immediate disciplinary action, and may result in 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 the Acceptable Use Guidelines.

4. Use of media, sound, and games must be in accordance with classroom procedures.

HOME INTERNET ACCESS

Students in grades 8 -12 are allowed to set up access to home wireless networks on their Chromebooks if home access is available. If not, they may check out a Kajeet SmartSpot device, which gives the student wireless internet access for their Chromebook. This will allow students to access resources needed to complete school work.

SAVING TO THE CHROMEBOOK

1. Student work will be saved in the student's Google Drive (<https://drive.google.com/a/twisd.us>) 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 smartphones.

2. Files that are saved locally on the Chromebook (downloaded PDF's, for example) are only available on that Chromebook.

NETWORK CONNECTIVITY

1. Three Way ISD makes no guarantee that the TWISD 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.

APPS AND EXTENSIONS

1. Three Way ISD 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 TWISD 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 periodically when the device is connected to the Internet.

2. If a Chromebook appears to be running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at TWISD Office.

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.commonensemedia.org/blog/digital-citizenship>

Three Way ISD ACCEPTABLE USE POLICY INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must

1. Respect and protect the privacy of others.
 - o Use only assigned accounts.
 - o Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - o Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - o Observe all network security practices, as posted.
 - o Report security risks or violations to a teacher or network administrator.
 - o Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - o Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
 - o Not infringe copyrights (no making illegal copies of music, games, or movies!).
 - o Not plagiarize.
4. Respect and practice the principles of community.
 - o Communicate only in ways that are kind and respectful.
 - o Report threatening or discomfoting materials to a teacher.
 - o Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - o Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - o Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - o Not send spam, chain letters, or other mass unsolicited mailings.
 - o Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
3. Use the resources for any educational purpose.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. See TWISD Student Code of Conduct. Violations of law may result in criminal prosecution.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

PARENTS,

**PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.
THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME,
AT LIBRARIES, OR ANYWHERE.**

PARENT/STUDENT CHROMEBOOK AGREEMENT

I have read the Acceptable Use Guidelines and the TWISD Chromebook Handbook and understand that any violation of these guidelines will result in disciplinary action.

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

- Acceptable Use Guidelines
- The Chromebook Handbook

Print Student Name _____ Student Grade: _____

Student Signature _____ Date _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

TWISD Chromebook Incident Report /Technology Request

Student Name: _____ Date: _____

Date of Incident: _____ Time of Incident: _____ AM / PM

Location of Incident: _____

Please provide a brief description of the type of damage and how it occurred:
