



DODD CITY ISD

CHROMEBOOK HANDBOOK

2019-2020

Dodd City ISD Chromebook 1:1 Program

The focus of the 1:1 (1 Chromebook per student) program in Dodd City ISD 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 incoming 7th-12th grade students that attend Dodd City ISD. 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'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 DCISD-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 understand that my Chromebook is subject to inspection at any time without notice

and remains the property of Dodd City ISD. 12. I will notify the school immediately in case of theft or vandalism. 13. I will be responsible for all damage or loss caused by neglect or abuse. 14. 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). 15. 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 each fall after the required parent and student forms have been signed and returned. Parents and students must sign and return the Chromebook Agreement before the Chromebook will be issued. 2. Students will keep the same Chromebook throughout their JH/HS career. 3. If a parent does NOT wish their student to be issued a Chromebook, he/she will need to

indicate that on the Student Handbook acceptance form. 4. WITHDRAWAL: If a student withdraws from Dodd City ISD, the Chromebook, charger, and case will be returned at the time of withdrawal. Students can be held 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.

Repair

Chromebooks that are broken or fail to work properly must be taken by the student to the main office in a timely manner. Any repairs that are not due to misuse or damage will be covered without cost. If the Chromebook must be sent off for repair, a temporary replacement will be provided for the interim.

Device Prices

Device: \$200 Charger: \$59 Device Case: \$20 Screens: \$40

Loss or Theft

1. Students (or parents) must contact the office if there is loss or theft of the Chromebook that has been issued to that student. 2. Students who lose or have their Chromebook stolen could be required to pay the full replacement cost of the device. 3. If a Chromebook is lost, students must report the loss immediately to the office so that the device can be tracked for recovery.

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 DCISD-issued case at all

times. 4. Students should never carry their Chromebook 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 it (pencil, etc.). This can cause

screen damage. 7. Chromebooks may be stored in the student's locker with a 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.

Chargers should be left at home. 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 or teacher-designated area. 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 9 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the office for repair. 2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend the 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.

Screen Care

1. Do not lean on the top of the Chromebook when it is closed. 2. Do not place anything in the carrying case that will press against the cover. 3. Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild

cleaner or water before cleaning. Do not spray anything directly on the Chromebook. 4. 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, and calendars may be accessed using 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, the following consequences will occur:
 - a. A student will be allowed 3 checkouts per 9 weeks.
 - b. After 3 checkouts a detention will be issued per checkout.
 - c. Excessive detentions will result in ISS.

Chromebook Management

1. Only the DCISD student who is assigned to the Chromebook is allowed to log into that Chromebook. 2. DCISD Chromebooks are managed by DCISD. Chromebooks may be taken up and examined at ANY time by DCISD administration.

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, etc.) 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.

Printing at Home

1. You can print wirelessly using Google CloudPrint. 2. For more information about printing go to:
<https://www.google.com/landing/cloudprint/index.html>.

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 their school work. 2. If you have trouble connecting a Chromebook to your home network, contact your internet provider. 3. Chromebooks are content filtered 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 subject to disciplinary action.

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 PDF's, for example) are only available on that Chromebook.

Network Connectivity

1. Dodd City ISD makes no guarantee that the DCISD 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. Dodd City 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 the property of DCISD 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 Dodd City ISD, running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at the front 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 conversations between you and your children regarding digital citizenship:

a. Netsmartz: <http://www.netsmartz.org/Parents> b. Common Sense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>

Acceptable Use Guidelines

Responsible Use-The use of your account must be consistent with the educational objectives of the Dodd City Independent School District.

1. Transmission and/or access of any material in violation of any District, state, or US regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or malicious or dangerous material. 2. Users will respect the intellectual property of other users and information providers and

obey copyright guidelines providing proper citation. Users will not plagiarize or use others' work. 3. The taking of unapproved videos/photos of people and events at school and/or the

posting of such on any website is strictly forbidden. 4. Use of your account for commercial activities, product advertisement, or political

lobbying is prohibited. 5. Users will not install any personal computer programs or applications on school devices

without permission. 6. The use of personal electronic devices is allowed with permission during the school day.

Network Etiquette-You are expected to abide by the generally accepted rules of network etiquette when using any system, including the doddcityisd.org network.

1. Be polite. Do not swear, use vulgarities or any other inappropriate language. Abusive or demeaning communications are prohibited. 2. Do not reveal your personal address or phone numbers to anyone over the internet

including, but not limited to: email, chat, bulletin board postings, social media sites, and forums.

3. Note that email is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Use email and other means of communications responsibly (e.g. blogs, wikis, podcasting, chat, instant messaging, discussion boards, virtual learning environments, etc.) 4. Do not use electronic devices or the internet to send or post hate or harassing mail,

pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors. 5. Do not use the network in such a way that you would disrupt the use of the network by

other users. 6. Do not retrieve, save, or display hate-based, offensive or sexually explicit material using any DCISD resources. Users are responsible for not pursuing material that could be considered offensive and should notify an adult immediately if they encounter such materials accidentally.

Security-Protecting personal information and network security are high priorities.

1. If you feel you can identify a security problem on the internet, you must notify a system administrator. Do not demonstrate the problem to other users. 2. Do not use another individual's account or allow your account to be used by others.

This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name. 3. Attempts to log on to the internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet.

Vandalism-Vandalism is any malicious attempt to harm or destroy equipment, data of another user or any entity, or other networks that are connected to the internet.

1. Internet vandalism will result in cancellation of privileges. This includes, but is not limited to: the uploading or creation of computer viruses. 2. Hardware and software vandalism will result in cancellation of privileges. This includes, but is not limited to: modifying, damaging or destroying equipment, programs, files, or settings on any computer or other technology resource.

Student and Parent Chromebook Use Agreement

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:

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

Print Student Full 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, I agree to follow and accept:

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

Print Student Full Name: _____

Student Signature: _____ Date: _____