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# CHROMEBOOK 1:1 PROGRAM

The focus of the VISD 1:1 (one device per student) Program is to provide equipment (district-issued iPad or Chromebook) and instructional resources to prepare all students to be successful, productive students.

The Chromebook 1:1 Program facilitates:

- ◆ Access to digital educational resources
- ◆ Individualized learning
- ◆ Creativity and innovation
- ◆ Critical thinking and problem solving
- ◆ Communication and collaboration
- ◆ Technology literacy skills
- ◆ College and career readiness
- ◆ Extension of the classroom
- ◆ Preparation for online State assessments

The information within this document applies to the VISD Secondary Chromebook program for Vidor Junior High and Vidor High School students.

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

# GENERAL INFORMATION

## CHROMEBOOK CHECK-IN AND CHECK-OUT

- \* Chromebooks will be distributed at the beginning of the school year. Parents and students must sign and return the Chromebook Handbook Acknowledgement. ***Chromebook Protection Plan must be signed, purchased, and returned and the online registration must be completed before check out.***
- \* **SUMMER:** Students will turn in their Chromebooks for the summer. Students will be assigned the same Chromebook that was issued the previous year.
- \* **WITHDRAWAL:** If a student withdraws from VISD, the Chromebook, charger and case (if issued) will be returned at the time of withdrawal. Students will be responsible for paying for any damages to the equipment or missing items, not covered by Chromebook Protection Plan, not to exceed the replacement cost of the Chromebook. All devices remain the property of Vidor ISD.

## REPAIR

- \* Chromebooks that are broken or fail to work properly must be taken by the student to the campus office or library in a timely manner. If the Chromebook must be picked up for repair, a temporary replacement may be provided for the interim. Malicious or intentional damage to the Chromebook is the responsibility of the student and parent. Students and parents will be charged for repairs not to exceed the replacement cost of the Chromebook.

## PROTECTION PLAN

Parents are required to pay an initial **\$25** (\$15 free & reduced) fee called Chromebook Protection Plan as a breakage/repair fee. This payment will be made to VISD. The payment is due prior to the student taking home the device. The fee is \$25.00 annually. Payment can be made with cash or credit card. This annual fee is reduced to \$15 for students who are currently qualified as free and reduced lunch. No family will be required to purchase more than a \$75 protection plan.

The fee covers:

1. Accidental damage
2. Flood
3. Cracked Screens (Limit to one per student. Additional cracked screens will be around \$125.00)
4. Natural Disaster
5. Power Surge due to Lightning
6. Theft of/or Vandalism of a Chromebook (a police report must be filed) *\*Key replacements will not be covered by Chromebook Protection Plan.*

Students who fail to purchase the required Chromebook Protection Plan will be charged a fine for the amount owed. **Until the fine is paid, the student/parent is financially responsible for all damages to the device.**

## LOSS OR THEFT

- \* Students (or parents) must contact the campus office if there is loss or theft of the Chromebook that has been issued to that student within 2 days of returning to school.

- \* A police report is required for replacement of the Chromebook. A police report must be filed within 48 hours of theft. Students who lose their Chromebook and do not have a theft report will be required to pay the full replacement cost.
- \* The Chromebook Protection Plan fee will pay for the first claim. Additional claims are not covered.

### **Chromebook Protection Plan Coverage**

1 <sup>st</sup> occurrence of non-intentional harm	Device or parts will be replaced. Student can use a loaner device at school if available.														
2 <sup>nd</sup> occurrence of non-intentional harm	Student may lose the privilege of taking the device home. Student can use a loaner device at school if available. Student will be charged for repair or replacement.														
Loss	<p>A form must be completed and submitted to campus library or office. The Protection Plan does not cover loss. Parents will be charged a replacement fee to replace the device.</p> <table border="1" data-bbox="451 873 889 1157"> <thead> <tr> <th colspan="2" style="text-align: center;"><b>Device Replacement Fee</b></th> </tr> </thead> <tbody> <tr> <td>7<sup>th</sup> Grade</td> <td>\$250</td> </tr> <tr> <td>8<sup>th</sup> Grade</td> <td>\$250</td> </tr> <tr> <td>9<sup>th</sup> Grade</td> <td>\$250</td> </tr> <tr> <td>10<sup>th</sup> Grade</td> <td>\$250</td> </tr> <tr> <td>11<sup>th</sup> Grade</td> <td>\$250</td> </tr> <tr> <td>12<sup>th</sup> Grade</td> <td>\$250</td> </tr> </tbody> </table> <p>Parents can choose to pay the replacement fee in order to reinstate full Chromebook privileges. Students may lose the privilege of taking the device home if the fee is not paid. Student can use a loaner device at school if available.</p>	<b>Device Replacement Fee</b>		7 <sup>th</sup> Grade	\$250	8 <sup>th</sup> Grade	\$250	9 <sup>th</sup> Grade	\$250	10 <sup>th</sup> Grade	\$250	11 <sup>th</sup> Grade	\$250	12 <sup>th</sup> Grade	\$250
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10 <sup>th</sup> Grade	\$250														
11 <sup>th</sup> Grade	\$250														
12 <sup>th</sup> Grade	\$250														
Theft	A form must be completed and submitted to the campus library including a Police Report within 48 hours. Device or parts will be replaced. Student can use a loaner device at school if available.														

#### **FAILURE TO RETURN DEVICE:**

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

**Chromebook: \$250**

**Chromebook Charger: \$50**

**Chromebook Case: \$30**

# CHROMEBOOK USE

## GENERAL USE

1. NO eating or drinking near your Chromebook.
2. Cords, cables, and removable storage devices must be carefully inserted into and removed from 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 or 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 may take their Technology device home with them every night, breaks excluded. Students are responsible for charging their Technology device. Failure to charge Technology device will result in campus disciplinary action.
7. Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods. Extreme heat or cold may cause damage.
8. The Chromebook comes with a camera that should be used for educational endeavors as instructed by your teachers. The camera should not be used for inappropriate or unsafe activities.
9. Students must not remove the identification tag (barcode) from the Chromebook.

## CHARGING YOUR BATTERY

- Average battery life should be seven hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the campus office or Library for repair.
- Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.
- Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home or in the classroom each evening. Students not bringing their Chromebooks to class charged **can result in campus disciplinary action.**

## SCREEN CARE

- Do not pick up Chromebook by the screen.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning. No disinfectant wipes.

- Do not bump the Chromebook against walls, car doors, floors, etc.

## **SCHOOL USE**

- Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to school charged and to all classes.
- If a student consistently does not bring his/her Chromebook to class, parents will be contacted and discipline action can be assigned.

## **CHROMEBOOK MANAGEMENT**

- Only the VISD student who is assigned to the Chromebook is allowed to log into that Chromebook.
- VISD Chromebooks are managed by the domain @vidorisd.org. Any attempt to remove the management will result in immediate disciplinary action, and may result in confiscation of the device.

## **MEDIA, SOUND, AND GAMES**

- All photos (including desktop background) and videos must meet District Acceptable Use Guidelines.
- 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 result in a loss of Chromebook privileges.
- Use of media, sound, and games must be in accordance with classroom procedures and meet the Acceptable Use Guidelines.

## **HOME INTERNET ACCESS**

- Students are allowed to set up access to wireless networks on their Chromebooks. This will allow students to access resources needed to complete schoolwork. All content that is under the @vidorisd.org domain is monitored by VISD.

## **SAVING TO THE CHROMEBOOK**

- 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 smartphones.
- Files that are saved locally on the Chromebook (downloaded PDFs, for example) are only available on that Chromebook.

## **NETWORK CONNECTIVITY**

- Vidor ISD makes no guarantee that the VISD 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.
- Students will not be penalized if the district network is down and a completed assignment cannot be accessed for class projects, presentations, etc.

## **APPS AND EXTENSIONS**

- Vidor 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.
- 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**

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

## **CHROMEBOOK OPERATING SYSTEM UPDATES**

- The Chromebook will update automatically when updates are available and the device is connected to the Internet.
- If a Chromebook does not appear to be managed by @vidorisd.org, is running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at the campus library.

## **PARENT/GUARDIAN RESPONSIBILITIES**

- Talk to your child about values and the standards that your student 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.
- Be an active participant in your child's digital life. Have them show you what sites he/she is navigating to, what apps he/she uses, and what he/she is working on.
- The following resources will assist in promoting positive conversations between you and your child regarding digital citizenship.

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

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



# **VIDOR ISD SECONDARY CAMPUSES STUDENT CHROMEBOOK PLEDGE**

- ◆ I will take care of my Chromebook.
- ◆ I will never leave the Chromebook unattended.
- ◆ I will never loan out my Chromebook to others.
- ◆ I will know where my Chromebook is at all times.
- ◆ I will charge my Chromebook as needed.
- ◆ I will be responsible for any damage caused by food or drink to my Chromebook.
- ◆ I will not disassemble any part of my Chromebook or attempt any repairs.
- ◆ I understand that my Chromebook is for educational use.
- ◆ I will not permanently deface my Chromebook (engraving, etc.)
- ◆ I will be responsible for keeping up with my own earbuds or headphones.
- ◆ I understand that my Chromebook is subject to inspection at any time without notice and ~~remains~~ the property of Vidor ISD.
- ◆ I will file a police report in case of theft or vandalism when it is in my care outside of school.
- ◆ I will be responsible for all damage or loss caused by neglect or abuse.
- ◆ I agree to return the Chromebook (all), case and power cords in good working condition at required check-ins (i.e., withdrawal from school or summer).
- ◆ 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.

## VISD Chromebook Incident Report /Technology Request

*This form is to be used in the event your child's Chromebook needs repair, is lost, or is stolen. Parents should turn this form into the school office or library with the damaged device if the incident occurs off campus. For incidents, occurring on campus, forms will be available in the office or library.*

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_ **AM / PM**

**First Period Teacher:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

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

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**Police Report attached:** \_\_\_\_\_ **yes** \_\_\_\_\_ **no**

## Vidor ISD SECONDARY Parent/Student CHROMEBOOK AGREEMENT

By signing below, my child and I acknowledge that we have read and agree to follow and accept the **Acceptable Use Guidelines** and the **VISD 1:1 Chromebook Handbook**; and understand that any violation of these guidelines will result in disciplinary action.

Student Name: \_\_\_\_\_ Campus: **VJHS**    **VHS**    (circle one)

Student ID# \_\_\_\_\_ Grade \_\_\_\_\_ First Period Teacher \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_

### CHROMEBOOK PROTECTION PLAN

<b>What is the Chromebook Protection Plan:</b>		
This plan is being offered directly from Vidor ISD. This coverage will protect you from paying the full cost of repairs or replacement of your student's Chromebook due to drops, surges, and accidental breakage.		
The plan begins when payment is made and ends on the last day of school.		
<b>What is covered?</b>		
Drops, falls and collisions; electrical surges; damages or broken LCD panel due to drop, fall, or pressure; accidental breakage; liquid spills; natural disaster or flood.		
<b>What is NOT covered?</b>		
Damaged in a fire (home or auto insurance coverage), intentional damages (student is responsible), power cord loss (student is responsible), normal wear that does not affect performance (student is responsible), key replacement (student is responsible)		
<b>How much does this protection plan cost?</b>		
<ul style="list-style-type: none"> <li>● \$25 to enroll (\$15 free &amp; reduced)</li> <li>● First incident covered with cost of enrollment</li> </ul>		
<b>How much do the Chromebooks and replacement parts cost?</b> <i>(estimated costs)</i>	<ul style="list-style-type: none"> <li>● Chromebook - \$250.00</li> <li>● AC Adapter and Cord - \$50.00</li> <li>● Battery Pack - \$80.00</li> <li>● Keyboard and Touchpad - \$125.00</li> <li>● USB and Audio Ports - \$125.00</li> </ul>	<ul style="list-style-type: none"> <li>● Display Panel - \$125.00</li> <li>● Webcam and Microphone - \$125.00</li> <li>● Speakers - \$40.00</li> <li>● Security tag - \$10.00</li> <li>● Case- \$30.00</li> </ul>

I, \_\_\_\_\_, the parent/ guardian of \_\_\_\_\_  
*(Parent/Guardian Name Printed)* *(Student Name Printed)*

agree to pay the VISD Chromebook Protection Plan cost of \$25.00 (\$15 free & reduced) for the 2020-2021 school year. No family will be required to purchase more than a \$75 protection plan.

I will pay this fee by one of the following options:

- One full payment via (circle payment type) Cash    Cashier's Check    Check    Credit Card
- I may need additional help to pay the fee. (Please leave a phone number so that we can call you) \_\_\_\_\_
- Opt out of protection plan and take full financial responsibility for the device

**I understand that until the above amount is paid in full, I am financially responsible for all damages to the Chromebook assigned to my child. Opting out will result in financial responsibility for all damages including theft and loss.**

#### OFFICE USE ONLY

Total amount paid \$ \_\_\_\_\_ Cash \_\_\_\_\_ Cashier's Check \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_

Received By: \_\_\_\_\_ Date \_\_\_\_\_