

KCISD Chromebook Student Handbook



1:1 Chromebook Initiative Year 2
2019-2020

Table of Contents

Responsibility and Care of the Chromebook	3
General Precautions	3
Carrying The Chromebook	3
Screen Care	4
Using Your Chromebook At School	4
Chromebooks Left At Home	4
Screensavers And Backgrounds	4
Sound	4
Managing Files And Saving Work	5
Apps And Extensions On The Chromebook	5
Inspection Of The Chromebook	5
Acceptable Use	5
General Guidelines	5
Privacy And Safety	6
Legal Property	6
Email Rules	6
Home Usage/Filter	7
Consequences	7
Protecting And Storing Your Chromebook	7
Chromebook Identification	7
Storing Your Chromebook.....	7
Chromebooks Left Unsupervised.....	8
Insurance Coverage.....	8
Damage Claims.....	8
Power Adapter/Cord Replacement.....	9
Chromebook And Mifi Technical Support.....	9
Parent/Student Chromebook Agreement Form	10

Responsibility and Care of the Chromebook

Students are responsible for the care of the Chromebook that they have been issued by the school. Chromebooks are to be returned to the campus at the end of each school in acceptable good working condition. Siblings and friends should *NOT* have use of the Chromebook. Chromebooks that are broken or fail to work properly are to be turned in to the campus library to be picked up by the Technology Department. *Never* try to repair the Chromebook yourself or have someone outside the district work on it; this action may void the warranty and/or insurance policy. Take the Chromebook to the library as soon as possible if repairs are needed.

General Precautions

Power cords & cables must be inserted and removed carefully. When connecting the charging adapter to your Chromebook take care not to put strain in any direction of the connector as this can damage the port.

NEVER carry the Chromebook while the screen is open.

Chromebooks should be powered down on a daily basis. This allows for the Chromebook to receive updates from the network daily upon powering up.

Chromebooks must remain free of any writing, drawing, stickers, painting or labels that are not the property of KCISD. Any such additions are considered vandalism of KCISD property and will not be tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time.

Do not place your Chromebook in a position where it could easily be knocked off or crushed.

Chromebooks must never be left unsupervised ANYWHERE!

You are ultimately responsible for the condition of the Chromebook!

Carrying The Chromebook

When transporting the Chromebook between home and school, it should be in a backpack or bag. (Be careful to not overstuff the backpack or bag with books as this can place undue stress on the Chromebook screen.)

Never carry or grab the Chromebook by the screen. It is a good habit to refrain from touching the screen.

Always close the Chromebook before transporting it from place to place.

Screen Care

Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Chromebook screens are durable, but they can break!

To avoid damage please adhere to the following rules:

- Do not lean on the Chromebook
- Do not drop the Chromebook
- Do not place anything near the Chromebook that could put pressure on the screen
- Do not touch, grab, squeeze, poke, or stab the screen
- Clean the screen only with a soft, dry cloth or electronic cleaning wipes
- Do not use Windex or any other chemicals to clean the screen

Using Your Chromebook At School

Chromebooks are meant to be used EVERYDAY at school. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

MiFi's are not to be brought to school; they are for home use only.

Students will utilize the Chromebooks only when instructed by their teacher. The teacher is the ultimate decision maker of when a Chromebook or other technological device may be used in the classroom.

Devices should be charged nightly to allow for usage throughout the day. There will be no opportunity to charge the Chromebook during the school day. Chromebook batteries that are charged on a nightly basis should last 8 to 10 hours with normal class use.

Chromebooks Left At Home

If a student leaves their Chromebook at home repeatedly, it will result in a loss of take-home privileges and/or other disciplinary action. *Always* bring your Chromebook with you to school.

Screensavers And Backgrounds

Inappropriate media may not be used as a screensaver or background on your device. The presence of weapons, inappropriate images or language, alcohol, drugs, R-rated, or gang related symbols or pictures will result in disciplinary action.

Sound

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

Students must have earbuds or headsets with them at school in order to use the sound, but

may use them only with teacher permission.

Managing Files And Saving Work

Students *must* save ALL documents and files to their Kirbyville CISD Google Drive. This drive is accessible 24/7 from any device on which the student has internet connection.

All files are subject to inspection by administrative staff.

Apps And Extensions On The Chromebook

Only apps and extensions that are approved by KCISD will be allowed to be added to Chromebooks, all others will be blocked.

No gaming apps, with the exception of educational apps, will be allowed on the Chromebooks.

Any software or extension that is designed to bypass network restrictions like the internet filter is strictly prohibited and will result in disciplinary action for the student.

Inspection Of The Chromebook

Students may be selected at random to provide their Chromebook for inspection to check for proper care, restricted images, settings, etc.

Kirbyville CISD reserves the right to remove any apps or extensions we deem inappropriate from the Chromebook at any point in time.

Acceptable Use

All electronic communication for KCISD students is governed by the Acceptable Use Policy (AUP) which is made up of:

The KCISD Electronic Communications and Data Management Policy and Exhibit B-Student Agreement for AUP.

These documents may be downloaded from the KCISD website at www.kirbyvillecisid.org

Exhibit B and The Parent/Student Agreement form must both be completed and signed by parent and student prior to receiving a Chromebook or MiFi.

General Guidelines

Access to KCISD technology resources is a *privilege* and not a right. Each employee, student, and/or parent will be required to follow all the rules of the Acceptable Use Policy.

Cyber Bullying ***will not be tolerated*** and appropriate disciplinary action will be taken immediately by the campus principal.

Students are responsible for their ethical and educational use of the technology resources of KCISD.

Transmission of any material that is in violation of any federal or state law is prohibited. Any attempt to alter data, the configuration of a device, or the files of another user without the consent of the individual, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.

Filming of students and/or teachers without their permission is unacceptable and appropriate disciplinary action will be taken immediately by the campus principal.

Privacy And Safety

Chat rooms and chain letters are prohibited

Do not open, use, or change device files that do not belong to you

Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or password of other people.

Remember that the information stored on your device or on any KCISD system is not guaranteed to be private or confidential.

If you inadvertently access a web site that contains obscene, or otherwise offensive material, you must notify a teacher or an administrator immediately so that such sites can be blocked. You *will not* be disciplined for breaking the AUP or Student Code of Conduct by accident. This is not a request - it is your responsibility.

Student use of the Internet both on the school's network and away from the school is filtered per local policy, state and federal requirements.

Legal Property

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the KCISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited, and violators will be subject to severe disciplinary penalties.

Use of apps, extensions, browsers, or other software to bypass district filters and safety software is strictly prohibited, and violators will be subject to severe disciplinary penalties.

Email Rules

E-mails and documents on school-owned equipment are part of the public domain, NOT private and ARE subject to inspection.

Always use appropriate language.

Do not transmit language/material that is profane, obscene, abusive, or offensive to others.

Do not send mass emails, chain letters, or spam.

Students should maintain high integrity with regard to email content.

Students are not to add non-school email accounts to their device.

Home Usage/Filter

Kirbyville CISD will CIPA (Children's Internet Protection Act) filter Chromebooks when they are away from campus, but is not responsible for any internet content the student may access when away from campus.

Parents/Guardians will have the responsibility at home to ensure safe use of this device when away from school.

The school is not responsible legally, financially, or morally for any abuse of the device suffered when off campus.

Consequences

The student in whose name a device is issued will be responsible at all times for its appropriate use. ***This means if someone else uses your device to break the rules, you are still responsible.***

Non-compliance with the procedures and policies of the Chromebook Handbook, Student Handbook and KCISD Acceptable Use Policy will result in disciplinary action as outlined in the Student Code of Conduct.

Email, network usage, and all stored files shall not be confidential and may be monitored at any time by a designated district staff member to ensure appropriate use.

KCISD cooperates fully with all local, state and federal officials in any investigation related to violations of device crime laws.

Protecting And Storing Your Chromebook

The Chromebook you are issued this year will be the same Chromebook you use every year while at your current campus. Take good care of your Chromebook and protect it from damage or theft.

Chromebook Identification

Chromebooks will be labeled with KCISD Inventory tags. The labels are not to be removed from the Chromebooks.

Storing Your Chromebook

When not in use at school, your Chromebook should be stored in your backpack or locked in your locker.

Do not leave your Chromebook in a classroom, library, locker room, gym, or any other area of the school unsupervised.

Never leave your Chromebook in a vehicle, whether locked or not. They make a tempting target for thieves.

You are responsible for the Chromebook if lost or stolen!

Chromebooks Left Unsupervised

Under no circumstances should Chromebooks be left in unsupervised areas.

Unsupervised areas include the school grounds and campus, the cafeteria, hallways, library, and unlocked classrooms.

Any device left in these areas is in danger of being stolen.

Unsupervised Chromebooks will be confiscated by staff and taken to the Campus Principal or Librarian.

Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

Insurance Coverage

Chromebooks will be covered by insurance on an annual basis. The cost of the insurance is \$20.00 per year and is to be paid by the parents at the start of the school year upon receiving the Chromebook. The insurance will cover the following:

- Accidental Damage (includes drops/cracked screens/liquid spills)
- Liquid Submersion
- Theft (a police report must be filed for theft)
- Fire/Flood Damage
- Vandalism (with a police or disciplinary report)
- Natural Disasters
- Power Surge Due to Lightning

Damage Claims

All damage claims must be reported to the librarian immediately, who in turn will enter an Eduphoria Helpdesk request. A damage report must be completed by the student at the time of reporting to the librarian.

Theft or vandalism will be subject to disciplinary action as outlined in the Student Code of Conduct and possibly turned over to the police and insurance company for prosecution.

The District will work with law enforcement agencies to alert pawnshops and police departments in the area to be aware of stolen district-owned equipment.

A student making a false report will also be subject to disciplinary action.

Power Adapter/Cord Replacement

If a student loses or destroys the power adapter and/or cord, they will be charged full replacement costs for those items. These items are not covered by the insurance.

Prices to acquire replacement parts are subject to change based on manufacturer availability. A current price list of replacement parts will be provided to the librarian at the start of each semester.

Chromebook And Mifi Technical Support

The Technology Department coordinates all aspects of technical support for the Chromebooks. This will be handled through the campus library.

Students will turn in any damaged Chromebook to the librarian and complete the Technology Damage Report Form. The librarians in turn will enter a Helpdesk Request to the Tech Team and a technician will pick up the device and report for troubleshooting.

Tech Team members will handle all Insurance claims and interaction with the Insurance Company.

Loaner Chromebooks

When the student's assigned Chromebook is out for repairs, he/she may check out a loaner Chromebook from the campus library for the day. The loaner Chromebooks are not to go home and must be returned by the end of classes that day. They are protected by accidental insurance only. Mistreatment and intentional damage will incur disciplinary action and

finer

for the repairs.

KCISD Technology Department
Parent/Student Chromebook Agreement Form
Please Print Clearly

Student Name: _____ Grade: _____
 Parent Name: _____ Date: _____

Kirbyville CISD 4th - 12th grade students may be issued a Google Chromebook for their educational use. With acceptance of the Chromebooks, both KCISD students and their parents take on certain responsibilities. Acceptance of and adherence to these responsibilities will result in a rich technologically-enhanced learning environment for all involved.

It is our belief that if reasonable precautions and care are taken in the use of the Chromebook, it should not experience physical damage. **Each student and parent is asked to read this form carefully. The parent and the student should initial next to each statement that follows, and sign below.**

Use, Proper Care, Precautions, & Personal Responsibilities		
Student Initials	Parent Initials	Statement
		1. We understand that the Chromebook, MiFi, and their accessory equipment are the property of Kirbyville CISD and must be returned at the end of the school year clean and in good working condition .
		2. We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the Chromebook & MiFi.
		3. We understand the student must abide by the rules and regulations of the KCISD Acceptable Use Agreement and the Chromebook Handbook. Failure to abide by this policy may result in disciplinary action and/or confiscation of the Chromebook & MiFi.
		4. We understand that we must immediately report all Chromebook or MiFi damages, or the theft/loss of the Chromebook or Mifi to the campus library as quickly as possible.
		5. We understand that accidental damage and theft of the Chromebook whose serial number is listed below is covered with insurance by the school if we pay a \$20 insurance fee at the start of the school year. The MiFi, power cables, and Chromebook power cables are not covered by insurance.
		6. We understand that damage or loss of the Chromebook is not covered if the \$20 insurance fee is not paid, and we must pay for any repairs and/or replacement fee up to \$210 if damaged, lost, or stolen.
		7. We understand that theft of a Chromebook must be reported to the police and a police report must be turned in to the campus when reporting the theft of the Chromebook.
		8. We understand that if intentional/malicious damage or vandalism occurs to a device, the insurance may not cover the damage and disciplinary action will be taken including but not limited to ISS, DAEP, fines, confiscation of the device(s) and loss of privileges.
		9. We understand that the Chromebook is a valuable tool in the learning process and all students must have their Chromebook CHARGED and with them EVERY DAY for EVERY CLASS .

Signatures below signify that the student and parent have both read this document, and acknowledge all of the above and will read and abide by the Student Chromebook Handbook.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

For KCISD Department Use Only

Device Serial Number: _____ Device Asset Tag Number: _____ Insurance Payment: _____

CB: 5CD812 _____ T900 _____ Yes No

Updated 5/13/2019