

**Winside Public School**  
**Technology Policy, Procedures, and Information**  
**2018-19**

**Winside Junior/Senior High School Chromebook 1:1 Initiative**

The focus of the Chromebook program at Winside High School is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21<sup>st</sup> Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks used at Winside Public School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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## **1: Receiving Your Chromebook & Chromebook Check-In**

### **1.1 Receiving your Chromebook:**

Chromebooks will be distributed each fall. Parents & students MUST sign and return copies of the Chromebook Protection Plan, Student Pledge, and Acceptable Use Policy documents along with the Annual **\$35 Fee** before the Chromebook can be issued to their child. The Chromebook Protection Plan outlines the requirements for obtaining the Chromebook.

### **1.2 Chromebook Check-In**

Chromebooks, chargers, and cords will be returned during the final week of school during the student checkout so they can be checked for serviceability. If a student transfers out of the Winside Public School District during the school year, the Chromebook charger and cord will be returned at that time.

### **1.3 Check-In Fines**

Individual school Chromebooks and accessories must be returned to Winside High School office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Winside for any other reason must return their individual school Chromebook on the date of termination. If a student fails to return the Chromebook, charger, and cord at the end of the school year or upon termination of enrollment at Winside, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft being reported with the Wayne County Police Department.

Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Protection Plan and must return the Chromebook and accessories to the Winside High School Office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

## **2: Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks, chargers, and cords that are broken or fail to work properly must be taken to **Mrs. Shoff** for an evaluation of the equipment. This needs to be done immediately.

### **2.1 General Precautions**

- The Chromebook is school property and all users will follow this policy and the Winside Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebook and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Winside Public School District.
- Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Students must keep their Chromebook in the protective case, provided by the school, at all times.

## 2.2 Carrying Chromebooks

The protective case provided with the Chromebook has sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks must always be in the school provided protective case. No personal cases are to be used and while at home the Chromebook is to remain in case at all times.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders, textbooks, and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.

## 2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## 3: Using Your Chromebook at School

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 computer. Students must be responsible to bring their charged Chromebook to all classes, unless specifically instructed not to do so by their teacher.

### 3.1 Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly (3 or more times as determined by any staff member) leaves their Chromebook at home, they will be required to “check out” their Chromebook from the office for a period of time determined by the building principal.

### 3.2 Chromebook Undergoing Repair

Spare Chromebooks may be issued to students when they leave their Chromebook for repair with ***Mrs. Shoff***. There may be a delay in getting an Chromebook should the school not have enough to loan.

### 3.3 Charging Your Chromebook’s Battery

Chromebooks should be brought to school each day in a fully charged condition. Students are responsible for charging their Chromebooks at home when needed.

### 3.4 Screensavers/Background Photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords are NOT to be used.

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teachers for instructional purposes.
- Music is allowed on the Chromebook and can be used at the discretion of the teacher.
- Internet games are not allowed on the Chromebooks. If game apps are installed, it will be by Winside staff.
- All software/apps must be district approved. Data storage will be through apps on the Chromebook and email to a server location.

### **3.6 Printing**

Printing is not available via the Chromebook.

### **3.7 Home Internet Access**

Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home.

## **4: Saving to the Chromebook**

### **4.1 Saving to the Chromebook**

Students may save work to the home directory on the Chromebook on a limited basis. It is recommended that students email documents to themselves for storage on a flash drive, utilize Google Drive, or district server (G Drive). Storage space will be available on the Chromebook—BUT it will NOT be backed up in the case of reimaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

### **4.2 Network Connectivity**

The Winside Public School District makes no guarantee that their network will be 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.

## **5: Software on Chromebooks**

### **5.1 Originally Installed Software**

The software/Apps originally installed by Winside Public School must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Chromebooks at the completion of the course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps.

### **5.2 Additional Software**

Students are not allowed to load extra software/apps on their Chromebooks. Winside Public School will synchronize the Chromebooks so that they contain the necessary apps for school work. Students will not synchronize Chromebooks or add apps to their assigned Chromebook, to include home syncing accounts.

### **5.3 Inspection**

Students may be selected at random to provide their Chromebook for inspection. If we have reason to suspect that any unacceptable activity or damage has been done to any Chromebook, Winside Public School reserves the right to bring the Chromebook to the office for inspection.

### **5.4 Procedure for Reloading Software**

If technical difficulties occur or illegal software, non Winside installed apps are discovered, the Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

### **5.5 Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing.

## **6: Acceptable Use**

The use of the Winside School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Winside Public School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Winside Public School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Winside Public School District's Acceptable Use Policy as the Student Handbook shall be applied to student infractions.

**Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

### **6.1 Parent/Guardian Responsibilities:**

- 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.

### **6.2 School Responsibilities:**

- Provide Internet and Email access to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. Winside School District reserves the right to review, monitor, and restrict information stored on or transmitted via Winside Public School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

### **6.3 Students are Responsible for:**

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Chromebook/iPad/computer use.

- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Winside Public School District's designated Internet System is at your own risk. Winside Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Winside Public School District protect our computer systems/devices by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their Chromebook after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to report the email to the office.
- Return their Chromebook to the office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Winside Public School for any reason must return their individual school Chromebook on the date of termination.

#### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- Messaging services. i.e. MSN Messenger, ICQ, iPad Messenger, etc.
- Internet/Computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc).
- Downloading apps.
- Spamming-sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger and Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism: any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading of creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the Winside Public School web filter through a web proxy.

#### **6.5 Chromebook Care**

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.

- Only labels or stickers approved by the Winside Public School District may be applied to the Chromebook.
- Chromebook cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying the case replacement fee.
- Chromebooks that malfunction or are damaged must be reported to ***Mrs. Shoff***. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from accidental damage will be repaired by the school on the first offense. The ***\$35 fee*** applies to the repair or replacement cost for the first damage offense. Any additional damage offense will be charged to the student.
- Students will be responsible for the full cost of repair or replacement to any Chromebook that has been damaged intentionally, misused or neglected. The ***\$35 fee*** cannot be applied to any of the above mentioned actions.
- Chromebooks that are missing or stolen must be reported immediately to the office.

## 6.6 Legal Propriety

- 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 a parent.
- Plagiarism is a violation of the Winside Student Handbook. 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 Winside Student/Parent Handbook guidelines. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

## 6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1<sup>st</sup> Offense: Student(s) will check in/check out their Chromebook from the office daily for a set period time, determined by Administration.

2<sup>nd</sup> Offense: Chromebook privilege suspension (student still responsible for all required work) for a set period time, determined by Administration.

3<sup>rd</sup> Offense: Loss of Chromebook privileges for a length of time determined by the administration.

Subsequent offenses will result in other disciplinary actions which may include suspension or expulsion.

## 7: Protecting & Storing Your Chromebook

### 7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Any label applied to the Chromebook by Winside Public School is NOT to be removed. Chromebooks can be identified in the following ways:

- Record of serial number
- Winside Public School laser engraving

## 7.2 Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in their lockers. Nothing should be placed on the top of the Chromebook when stored in the locker. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at any time. If a student needs a secure place to store their Chromebook, they may check it in for storage in the office.

DO NOT leave your Chromebook in a place that is experiencing extreme hot or cold conditions.

Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage. (i.e. Car, Heating vent, Fireplace etc...)

## 7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, unlocked classrooms, dressing rooms, and hallways. Any Chromebook found in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the office. Violations may result in loss of privileges.

## 7.4 Chromebooks at School Events or Functions

Under no circumstances should Chromebooks be taken to out-of-town events or on a school field trip or function. Unless it is previously approved by Administration prior to event.

## 8: Repairing or Replacing Your Chromebook

### 8.1 School District Chromebook Fee

School District Chromebook Fee is required for students and parents to cover Chromebook repairs in the event of theft, loss, or accidental damage. There is an annual **\$35.00 fee** for each Chromebook. Families are eligible for financial assistance if student qualifies for Free/Reduced Meals. All inquiries will remain confidential.

Students will be responsible for the full cost of repair or replacement to any Chromebook that has been damaged intentionally, misused, or neglected. The **\$35 fee** cannot be applied to any of the above mentioned actions.

### 8.2 Reporting Damage

Any Chromebook loss or damages must be reported to the high school office.

## **Winside Public School District Acceptable Use Policy for Student E-mail**

It is the policy of the Winside Public School District that student e-mail will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of e-mail privileges for the user.

Users of the student e-mail system are responsible for their use of the e-mail. The use of the e-mail must be in support of education and research and must be consistent with academic actions of the Winside Public School District and will be under the supervision of Winside Public School District staff and faculty. These policies regarding use of Winside Public School District resources are in effect both inside and outside of the school environment and for the duration of a student having a Winside Public School District email account.

A responsible e-mail user will:

- NOT transmit any inappropriate pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
- Report to school officials any email containing pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Keep his/her email password private and NOT share it with other students.
- Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- Not use email to share answers to exams and assignments with other students.

A responsible e-mail user must be aware that:

- Use of the e-mail is a PRIVILEGE, not a RIGHT.
- E-mail is not guaranteed to be private. The content of all email messages and attachments sent, received and deleted are archived and are easily retrieved. There should be no expectation of privacy in anything created, sent, received or stored using school resources.
- Violation of this policy will result in the possible loss of e-mail privileges.
- Persons issued an account are responsible for its use at all times.

School email may NOT be used for the following:

- Any type of harassment of an individual or organization.
- For personal gain (Financial or otherwise to make a profit.)
- Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
- "Get rich quick" or "pyramid schemes"
- Deliberate acts associated with denying, interfering with, or disrupting networking or email service of the Winside Public School District or that of any other agency.
- Attempts to perform mass mailings.
- Any unlawful activity.
- To deliberately alter or attempt to conceal their true return email address, or the origination location of the message.
- To deliberately set forth to interfere with the reception of e-mail by an individual.
- To deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent.

Winside Public School District does not take responsibility for any data corruption, destruction of electronics, loss, or any other liability for the use of a student's email account resulting from an email virus or activity of a student account. Student email accounts will be deleted within three months after student graduation or upon the student leaving the district.

**WINSIDE PUBLIC SCHOOL**

**Receipt of Technology Handbook & District Agreements**

**2018-2019**

**Student Name (Please Print):** \_\_\_\_\_ **Grade** \_\_\_\_\_

Please read through the following agreements, sign page 12, and return to school by **Friday, August 24th**.

**ACCEPTABLE USE POLICY FOR STUDENT E-MAIL**

It is the policy of Winside Public School District that students will use technology to access electronic networks, including the e-mail, in a responsible, legal, and ethical manner. Failure to do so may result in the loss of e-mail privileges for the user, disciplinary action, or prosecution under federal or state law.

**WINSIDE SCHOOL DISTRICT CHROMEBOOK REPAIR / REPLACEMENT AGREEMENT - Grades 7-12**

The Winside Public School District recognizes that with the implementation of the Chromebook initiative there is a need to protect the investment both by the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection, and insurance.

The Technology Fee is for students and parents to cover Chromebook replacement in the event of theft, loss, or accidental damage. The protection cost is **\$35.00** for each Chromebook. This plan will include one repair or replacement. Additional repairs or replacements will be the full responsibility of the student. Parents will need to pay the Chromebook fee at the Winside High School office before your student is allowed to check out a Chromebook and take it home for use.

Students will be responsible for the full cost of repair or replacement to any Chromebook that has been damaged intentionally, misused, or neglected. The **\$35.00 fee** cannot be applied to any of the aforementioned actions.

**Personal Home or Homeowner's Coverage** --- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.

**WINSIDE STUDENT PLEDGE FOR CHROMEBOOK USE - Grades 7-12**

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery as needed.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case provided.
9. I will use my Chromebook in ways that are appropriate, meet Winside Public School District expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook or provided case; I will not deface any sticker applied to any Chromebook applied by Winside Public School.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains property of the Winside Public School District.
12. I will follow the policies outlined in the Chromebook Handbook and the Use of the Acceptable Use Policy while at school, as well as outside the school day.
13. I will be responsible for all damage or loss caused by neglect or abuse. I will report any damages or loss to Winside High School office.
14. I agree to return the Chromebook, case, power adapter, and cords in good working condition.

**I agree to the stipulations set forth in the Technology Policy, Procedures, and Information Handbook. This includes the following agreements:**

- *Acceptable Use Policy for Student E-Mail*
- *Chromebook Repair/Replacement Agreement*
- *Student Pledge for Chromebook Use*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

*Individual school Chromebooks and accessories must be returned to **Mrs. Shoff** at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Winside Public School District for any other reason must return their individual school Chromebook on the date of termination.*