

Wichita Falls ISD

1:1 Technology



Program Handbook

2016-2017

Table of Contents

1. Chromebook Specifications
2. Issuing of Chromebooks
3. Taking Care of Your Chromebook
 - a. *General Precautions*
 - b. *Carrying*
 - c. *Screen Care*
4. Using Your Chromebook at School
 - a. *Chromebooks Left at Home*
 - b. *Chromebook Undergoing Repair*
 - c. *Charging the Chromebook*
 - d. *Screensavers and Backgrounds*
 - e. *Sound*
5. Using Your Chromebook at Home
6. Managing Files and Saving Work
7. Inspection
8. Acceptable Use
 - a. *General Guidelines*
 - b. *Privacy and Safety*
 - c. *Legal Property*
 - d. *Email*
 - e. *Consequences*
9. Protecting and Storing Your Chromebook
 - a. *Chromebook Identification*
 - b. *Password Protection*
 - c. *Storing Your Chromebook*
 - d. *Chromebooks Left in Unsupervised Areas*
10. Repairing or Replacing Your Chromebook
 - a. *Accidental Damage*
 - b. *Claims*
11. Chromebook Technical Support
12. List of Required and Possible Fees
 - a. *Fees*
 - b. *Estimation of Repair Costs*

Wichita Falls ISD 1-to-1 Pilot Program Handbook

In an effort to provide our students and teachers with the tools they need to prepare for the future, Wichita Falls ISD has implemented a 1-to-1 Technology Initiative for students in the 6th grade. This packet will serve as information for students and parents/guardians. In addition, forms are provided that must be signed by the parent/guardian and student before a Chromebook will be issued.

1. CHROMEBOOK SPECIFICATIONS

Students will receive a Dell 11 Touch Chromebook, charger, and case.

2. ISSUING OF CHROMEBOOKS

Chromebooks will be distributed during the fall. Please read all paperwork carefully and make sure that you understand all documents before signing.

Chromebooks will be collected at the end of each school year for maintenance and cleaning over the summer.

3. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Library immediately.

Never try to repair the Chromebook yourself or have someone outside the district work on it. This could void our warranty and cause you to incur additional charges.

3a. General Precautions

- No food or drink is allowed next to your Chromebook. Spills can incur costly repairs.
- Cords, cable, and removable storage must be inserted and removed carefully.
- Students should NEVER carry their Chromebooks while the screen is open. **Never carry your Chromebook by the screen.**
- Chromebooks should be closed and turned off when not in use to conserve battery life.
- **Chromebooks must remain free of any writing or drawing that are not the property of Wichita Falls ISD.**
- Chromebooks must never be left unsupervised **ANYWHERE.**
- Students are responsible for keeping their Chromebook battery charged for school. Students who come to class unprepared without their charged Chromebook will face disciplinary action just as they would for not bringing their homework or textbook to class.
- Chromebooks should only be used by student that it was assigned to.

3b. Carrying

- The Chromebooks should be closed and in their protective cases while being carried at all times.

3c. 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. To avoid damage and costly repair fees, please adhere to the following rules:

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Keep all objects (pens, pencils, etc.) off of the screen.
- Do not place anything on the keyboard before closing the lid.
- Clean the screen only with a soft, dry microfiber cloth.
- **Do not use Windex or other harsh chemicals to clean the screen.**

4. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended to be used at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules will be accessed using the Chromebook. Students are responsible for bringing their charged Chromebook to all classes.

4a. Chromebooks Left at Home

If students leave their Chromebook at home, they will face disciplinary action. Repeat violations of this policy will result in loss of take home privileges, as well as possible disciplinary actions that align with district policies for coming to class unprepared.

4b. Chromebooks Undergoing Repair

Loaner Chromebooks will be issued by the library when they leave their Chromebooks for repair. These Chromebooks will need to be turned into the school library at the end of the school day until the student pays the associated fee with having their device repaired.

4c. Charging the Chromebook

Chromebooks must be brought to school each day **fully charged**. Students need to charge their Chromebooks each evening. Failure to bring Chromebook charged each day can result in loss of take home privileges, as well as possible disciplinary actions that align with district policies for coming to class unprepared.

Tips for conserving battery life:

- **Chromebooks boot up in less than 8 seconds. It is a good idea to power the device completely off when not in use to conserve battery life.**
- **It is recommended that students keep screen brightness at 60-80% to conserve battery life while in use.**

4d. Screensavers and Backgrounds

Inappropriate media may not be used as a screensaver or background on your Chromebook. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures will result in disciplinary actions.

4e. Sound

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes. **It is recommended, and some teachers may require, that students provide earbuds to use with their devices in class.**

5. USING YOUR CHROMEBOOK AT HOME

Chromebook use will be filtered and monitored both on and off campus using a district-owned management software. That being said, it is recommended that parents/guardians set limits for their student's use of the device while at home and monitor use. Extra care should be taken at home not to

leave the device or any accessories within reach of pets, siblings, or other family members who should not have access to the device and could damage it.

Internet connection at home will be beneficial to students. The Chromebooks will have many uses at home without Internet access, but the student's ability to get full benefit from their assigned Chromebook will be much greater if they have Internet access.

Resources for wireless Internet access in the home:

- www.timewarnercable.com (1-800-892-4357)
- www.everyoneon.org (discounted or free Internet for students)
- www.pinnaclenetworksolutions.com (940-247-0085)
- www.att.com (1-800-331-0500)

6. MANAGING FILES AND SAVING WORK

Students should use Google Drive, an external hard drive, or a USB thumb drive to backup their work. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

***Recommended: Wichita Falls ISD provides unlimited Cloud storage to every student in Google Drive.*

7. INSPECTION

Students may be selected at random to provide their Chromebook for inspection to check for restricted images, damages, etc. Also, anytime the student is logged into a Chromebook, Technology staff and administration will have the ability to view the browsing history of all Chromebooks, to capture images from them, and to freeze or take over control of the Chromebook if they are being used in a manner contrary to school policy, the Chromebook Acceptable Use Agreement, or the Wichita Falls ISD Acceptable Use Policy. This will only be used to ensure that Chromebooks are being used for appropriate educational purposes and that students are staying on task.

8. ACCEPTABLE USE

8a. General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of the educational goals and objectives of Wichita Falls ISD.
- Students are responsible for their ethical and educational use of all Wichita Falls ISD technology resources.
- Access to Wichita Falls ISD technology resources is a privilege and not a right.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administration, or Technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.

- Cyber bullying will not be tolerated and appropriate disciplinary action will be taken immediately by the campus and district administration.

8b. Privacy and Safety

- Chat rooms and chain letters are prohibited.
- Do not open, use, or change computer 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 passwords of other people.
- Remember that storage is **not** guaranteed to be private and confidential.
- The Wichita Falls ISD Technology Department makes every effort to block obscene, pornographic, or otherwise offensive material. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct.

8c. Legal Property

Students are required to 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/guardian. Plagiarism is a violation of the Wichita Falls ISD 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. Violation of applicable state or federal law including the Texas Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the district.

8d. Email

Email accounts will be provided by Wichita Falls ISD through Google Apps for Education for all students. Please take the following into account:

- All emails are archived and filtered by the district and may be viewed at any time by administration if misuse is suspected.
- Emails and documents on school-owned equipment are part of the public domain and are 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 a high level of integrity with regard to email content.

8e. Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. This means if someone else uses your computer to break the rules, you are still responsible. Non-compliance with the policies of the Wichita Falls ISD 1:1 Technology Program Handbook and Wichita Falls ISD Acceptable Use Policy will result in disciplinary action as outlined in the Wichita Falls ISD Student Code of Conduct. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated

district staff to ensure appropriate use. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Texas Open Records Act. Proper authorities will be given access to their content.

9. PROTECTING AND STORING YOUR CHROMEBOOK

9a. Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Labels are **NOT** to be intentionally removed from the Chromebooks. Chromebooks can be identified in the following ways:

- Record of serial number
- Individual user account name and password

9b. Password Protection

Students are expected to keep their password confidential. Remember that if someone logs into your computer and breaks the Wichita Falls ISD Acceptable Use Policy, you are still responsible for all inappropriate items found on your Chromebook. **It is in your best interest to keep both your device and your password secure.**

9c. Storing Your Chromebook

When students are not using Chromebooks, they should be stored in a locked room or locker. Students should take the Chromebooks home every night and charge them. Chromebooks should never be left in a vehicle (locked or not) anywhere. They are an attractive target for thieves.

9d. Chromebook Left in Unsupervised Area

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer labs, hallways, locker rooms (not locked up), library, unlocked classrooms, and gyms. Any Chromebook left in these areas is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the campus principal or the Technology Department. **If a Chromebook is found unsupervised, there will be a \$5 fee to reclaim it.** Disciplinary action may also be taken for leaving your Chromebook in an unsupervised location.

10. REPAIRING OR REPLACING YOUR CHROMEBOOK

10a. Accidental Damage

If accidental damage occurs, the Chromebook needs to be brought to the Library as soon as possible. The first time repair is needed on a device will cost the student nothing. However, any subsequent repairs that may be needed will require the student to pay the actual cost of repairing the device before a replacement device will be issued. A loaner device may be given to the student until the fee is paid, but it must be turned in to the Library at the end of each day.

10b. Claims

If a Chromebook is stolen, a police report must be completed and a copy of the report must be turned in to the school. The first time a replacement Chromebook is needed will cost the student nothing. However, second and subsequent replacements will cost \$300.

11. CHROMEBOOK TECHNICAL SUPPORT

The Technology Department coordinates the repair work for Chromebooks. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system of software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs

12. LIST OF REQUIRED AND POSSIBLE FEES

12a. Fees

- Management fee (waived with Free and Reduced Lunch Form) – \$20
- Replacement for damage, loss, or theft – First replacement is free. Second and subsequent replacements will be \$300
- To reclaim a Chromebook left unattended – \$5
- Device repair for accidental damage – First repair is free. Second and subsequent repairs will be actual cost of repair, up to \$300
- Removal of Asset Tag - \$5

12b. Estimation of Repair Costs (dependent on actual cost of parts at time of damage)

- Replacing a broken screen – \$238
- Replacing a broken keyboard – \$36
- Lost, damaged, or destroyed power adapter – \$40
- Lost, damaged, or destroyed case – \$45



WICHITA FALLS ISD

CHROMEBOOK LOAN AGREEMENT

Please read this Agreement. Sign and return the last page.

- Dell 11 Touch Chromebook
- Chromebook charger
- Chromebook case

The listed items above are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe working environment.

This equipment is the property of Wichita Falls ISD of Wichita Falls, TX, and is herewith being loaned to the student for educational purposes for the academic school year or until further notice. The equipment may not be defaced or destroyed in any way. Inappropriate material on the machine may result in the student losing his/her right to use this computer or disciplinary action. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year. If the district property is lost, stolen, or damaged while in the borrower's possession, the borrower is responsible for the replacement or repair thereof and the borrower agrees to indemnify the district from any claim occurring during or resulting from borrower's possession or use of the district property, including but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to borrower's use of the district property.

The borrower may use the district property only for non-commercial purposes, in accordance with the district's policies and rules. Any included software may be used only in accordance with the applicable license and it is the borrower's responsibility to be familiar with and to comply with the provisions of such license.

Borrower may not install or utilize any software in connection with borrower's use of the district property other than software owned by the district and made available to the borrower in accordance with this receipt and agreement and the borrower agrees not to make any unauthorized use of or modifications of such software.

The district is not responsible for any computer or electronic viruses that may be transferred to or from the borrower's data storage medium and the borrower agrees to use his/her own best efforts to ensure that the district's property is not damaged or rendered inoperable by any such electronic virus while in the borrower's possession. The borrower acknowledges and agrees that his/her use of the

district property is a privilege and that by the borrower's agreement to the terms hereof, the borrower acknowledges his/her responsibility to protect and safeguard the district property and to return the same in good condition and repair.

Acceptable Use

Wichita Falls ISD is pleased and proud to offer our students access to a Dell 11 Touch Chromebook. Use of the Wichita Falls ISD wireless network will provide Wichita Falls ISD campuses access to numerous software programs and the Internet for educational purposes. Wichita Falls ISD believes that teaching using 21st century tools will improve the educational opportunities for our students.

Internet connection at home will be beneficial to students. The Chromebooks will have many uses at home without Internet access, but a student's ability to get full benefit from their assigned Chromebook will be much greater if they have Internet access.

Resources for wireless Internet access in the home:

- www.timewarnercable.com (1-800-892-4357)
- www.everyoneon.org (discounted or free Internet for students)
- www.pinnaclenetworksolutions.com (940-247-0085)
- www.att.com (1-800-331-0500)

We hope that you share our excitement of being able to offer the Chromebook as an instructional resource to Wichita Falls ISD students. The impact on teaching and learning will be enormous. Our students will gain access to digital tools, information, and resources and will be able to use this information to enhance learning. In addition, their technology skills will increase and better prepare them for higher education and the workforce. As with any new initiative, there will be constant assessment and necessary changes to make this project work to the maximum benefit of our students. We are committed to that goal.

This Agreement represents an outline of the Chromebook policies and procedures. By signing this Agreement, students and parents/guardians agree to follow these policies and procedures. Students and parents/guardians are encouraged to read and understand these policies and procedures prior to signing this Agreement.

Access to Wichita Falls ISD technology is a privilege, not a right. Violating the letter or spirit of the regulations may be cause to deny a student access to said technology, and may result in more serious disciplinary action(s) and/or financial obligation.

Responsibilities of Stakeholders:

General Care of the Chromebooks

- Treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, leaving it in reach of pets, or using it with food or drink nearby.
- If the Chromebook is damaged or not working properly, it must be turned in to the campus library for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.

- Keep your Chromebook closed and inside your approved carrying case when transporting it.
- Do not leave your Chromebook in an unsecured area. This includes an unlocked locker.
- Do not loan the Chromebook to anyone.
- Protect the Chromebook by unplugging the power supply and other peripherals when transporting it.
- Protect the display by carefully closing the lid when moving the Chromebook.
- When transporting their Chromebook to and from school, students should always be sure it is placed in the carrying case, and that the case is fully closed.
- Students are expected to treat their Chromebook with care and respect.
- The Chromebook and case are the property of Wichita Falls ISD and should be kept clean and free of marks at all times. Writing or drawing on, engraving or otherwise defacing the Chromebook or carrying case are not allowed and will result in loss of privileges and disciplinary consequences.
- Students should not use their Chromebook while walking. Students are strongly encouraged to use Chromebooks on a flat, stable surface, such as a table. Chromebooks are fragile, and if they are dropped they may break.
- Students should protect their Chromebook from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked.
- Chromebooks should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their Chromebook, or use their Chromebook near others who are eating or drinking.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in any cords, cables, or peripheral devices into their Chromebooks.
- Chromebooks should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the Chromebook to overheat, and will result in damage to the Chromebook and possibly a fire.

General use of the Chromebooks and the Wichita Falls ISD Network System

Wichita Falls ISD fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner.

Use the following regulations as a guide when working within our computers or computer systems:

- Follow the Wichita Falls ISD Acceptable Use Policy when using the Internet at home or at school.
- Any inappropriate or careless use of a Chromebook should be reported to a teacher or other staff member immediately.
- Students must immediately report theft or damage to a teacher. They will then go to the campus library for further instructions.
- Do not remove programs or files from the Chromebooks.
- Honor your family's values when using the Internet. Parents/guardians should discuss family values and expectations regarding the use of the Internet at home. While Wichita Falls ISD has the right and ability to filter and view browsing history while off campus, parents/guardians are responsible for supervising their child's use of the Chromebook at home.

- Do not give out personal information when using the Internet.
- The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by Wichita Falls ISD faculty.
- During school hours, playing games on Chromebooks is not allowed unless the game is directly related to a school assignment or activity, and permission is given from the student's teacher.
- Email (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted and will not be tolerated.
- Students may access only those files that belong to them or which they are certain they have permission to use.
- Students are expected to follow all copyright laws.
- Files stored within the school computer systems (both Chromebook and file servers) should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on school computer systems.
- Students are expected to only access teacher-authorized sites at the appropriate times.
- The Wichita Falls ISD Technology Department makes every effort to block obscene, pornographic, or otherwise offensive material. If you inadvertently access a web site which contains obscene, pornographic, or otherwise offensive material, notify a teacher or an administrator immediately so that such web sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct. **This is not a request – it is a responsibility.**
- Students should always protect their user account by logging off when not at their Chromebook.
- Each Chromebook is assigned to an individual student. Students should never swap or share their Chromebook with another student.
- Chromebooks should be in a student's possession or secured at all times.
- Students may never share their password with another student. Passwords should always be kept confidential.
- Students are responsible for saving or backing up their documents.
- Students should never attempt to "hack" into any computer system or engage in unauthorized use of the network.
- All users must agree to never maliciously damage or steal school computer equipment or electronic data.
- All users must agree to never change the settings of school-supplied software.
- If the computer is stolen while at home, parents/guardians should immediately report the theft to the local police. This information must be conveyed to the Teacher and Campus Librarian at the first opportunity available.
- The students may only use the email account and chat software that is set up by Wichita Falls ISD.

Daily Preparation Tasks

- Recharge the Chromebook battery every night. Bring the Chromebook to school every day and have it ready to work at the beginning of each class. Failure to do so will be cause for disciplinary action for coming to class unprepared.
- Students who do not have permission to take their Chromebook home may pick up their Chromebook in the campus library each morning, and are required to return their Chromebook to the campus library at the end of each day.

Using the Chromebook for Internet and Email

- Wichita Falls ISD will filter Internet access while on a Wichita Falls ISD-owned device. Any attempt to disable that filter will result in disciplinary consequences.
- Students and parents/guardians understand the Wichita Falls ISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is on Wichita Falls ISD-owned devices, it is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Students should be aware that Internet access and email, and other media that are accessed, created or stored on their Chromebooks, are the sole property of the district. The district has the right to review those items for appropriateness, and to limit or revoke a student's access to them at any time and for any reason.

Consequences of Inappropriate Use

- The use of any district technology is a privilege and not a right. Students are expected to use their Chromebooks in accordance with these policies and procedures, the Wichita Falls ISD Acceptable Use Policy, and any applicable laws. Failure to use this Chromebook in an appropriate manner will result in consequences as determined by the staff and administration of Wichita Falls ISD.

Students who leave the district and fail to check in their Chromebooks and any related equipment will have theft charges filed against them immediately upon the district's knowledge of such an event. The district will prosecute the occurrence to the fullest extent of the law.

Repair and Replacement

Dell Warranty: This coverage is part of the purchase price of the equipment. **Dell warrants the Chromebooks from defects in materials and workmanship.** This limited warranty covers normal use, mechanical breakdowns, or faulty construction and will provide replacement parts necessary to repair the Chromebook or Chromebook replacement. The Dell warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses.

Estimated fees for misuse, abuse, or accidents:

- Replacement of device for damage, loss or theft – First replacement is free. Second and subsequent replacements will be \$300
- To reclaim a Chromebook left unattended – \$5
- Device repair for accidental damage – First repair is free. Second and subsequent repairs will be actual cost of repair, up to \$300
- Replacing a broken screen – \$238

- Replacing a broken keyboard – \$36
- Lost, damaged or destroyed power adapter – \$40
- Lost, damaged or destroyed carrying case – \$45
- Asset Tag removal - \$5

Wichita Falls ISD

Chromebook Acceptable Use Agreement

I have read this parent/guardian and student agreement and understand our responsibilities in the use of the Chromebook, computer network, Internet, and any other applicable equipment. We also understand all the policy and procedural expectations and obligations related to the 1-to-1 Technology Initiative Wichita Falls ISD is implementing.

Parent/guardian signature

Date

Parent/guardian printed name

Student signature

Date

Student printed name

Student graduation year