



Waterford School District Chromebook Student Handbook

2022 - 2023

WSD Issued Chromebook Support

<https://laptopsupport.wsdmi.org>

Student Chromebook Help Desk Line

248-791-9127



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Waterford School District Chromebook Policies and Procedures

1. The Chromebook and charging cord issued to each student are the property of Waterford School District.
2. The Chromebook is on loan to each individual student.
3. Students will be responsible for bringing their district issued Chromebook to school every day, charged and ready to be used for learning activities.
4. Each Chromebook is assigned to an individual student by the Waterford School District; students are never to swap their device with another student.
5. Students are expected to keep the Chromebook in good condition.
 - a. If the device is damaged or inoperable, it is the expectation that the student follows the Waterford School District Technology Protection Plan outlined in this handbook .
 - b. At which time, the District will assess the damage, evaluate the fix that is needed and determine the cost of repair to be applied.
 - c. During the time of repair, the student will be provided a Chromebook to utilize for learning activities during the school day; this device will remain at school at all times.
 - d. Removing any part of the device, attempting to repair damage or opening up the device to access internal components is not permitted.
 - e. Students are not permitted to place any other stickers or decorations on the Chromebook.
6. Each Chromebook is issued with an identification label; students are expected to leave the label on the device at all times.
7. The Chromebook must be used in accordance with all district discipline, acceptable use and technology policies, as well as any applicable laws both at home and school.



8. Use of the Waterford School District Chromebook, as well as access to the district network, internet and email is a privilege, not a right.
 - a. Student devices and accounts can be placed on restricted internet access at the discretion of the administration.
 - b. Students are required to comply with all requests by teachers and/or administrators to turn over their Waterford School District issued Chromebook and charging cord.
 - c. Waterford School District may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
9. The use of the Waterford School District Chromebook and district network in the classroom, school grounds and at home are for student academic purposes.
10. Students are prohibited from downloading, importing, uploading, streaming or installing illegal music, movies or any other copyrighted material.
11. Students are prohibited from altering or modifying the original pre-set Chrome Operating System.
12. Inappropriate use of the camera will result in disciplinary action according to our Waterford School District Code of Conduct.
13. Waterford School District reserves the right to periodically review and check devices.
14. Failure to comply with any policy or procedure outlined above or within this handbook may result in disciplinary action according to our Waterford School District Code of Conduct.



Chromebook Care

Students are expected to bring their fully charged district issued Chromebook to school each day prepared for learning. Students are responsible for the care and respect of their Chromebook. As such, it is the responsibility of the student to ensure they never leave it in an unsecured location nor swap their device with another student. Additionally, stickers, drawing, engraving, interference with identification tags or any defacing of the Chromebook is not permitted. Should any of the above take place, it may result in disciplinary action according to our Waterford School District Code of Conduct.

General Precautions

- Chromebooks must be properly shut down daily to allow for updates and to prolong battery life.
- Chromebooks must never be placed in any unsupervised and/or unlocked location including but not limited to vehicles or lockers.
- When transporting between locations including home, school and/or other classrooms, the Chromebook should be safely secured.
- All cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of the Chromebook.
- The Chromebook should not be utilized as a writing surface at any time.
- Never leave the Chromebook in extreme temperatures, direct sunlight or in a vehicle overnight.
- If accidentally left in extreme conditions (hot and/or cold), be sure to let the Chromebook rise to room temperature naturally prior to turning it on.



Screen Care

A Chromebook screen can be damaged if subjected to heavy objects, rough treatment, non-approved cleaning solvents and liquids. Chromebook screens are particularly sensitive to damage from excessive pressure.

- Do not store or carry the Chromebook with the screen open.
- Ensure nothing is on the keyboard prior to closing the lid.
- Do not place heavy objects on top of the Chromebook including textbooks.
- Do not put pressure on the top of a Chromebook when it is closed.
- Only clean the screen with a soft, dry microfiber cloth.
- Never utilize cleaners on the screen.
- Do not consume or open liquid near the Chromebook.



Chromebook Use

Educational Use

District issued Chromebooks should be utilized for educational purposes only. Students are required to adhere to all district discipline, acceptable use and technology policies, as well as any applicable laws both at home and school when utilizing their district issued Chromebook at all times.

Ownership

Chromebooks are issued to each individual student for educational purposes and should be used only by the student whom it is issued. Chromebooks are not the property of the student who it is issued to.

Charging the Device

Students are expected to bring a fully charged Chromebook to school each day. Charging blocks are to remain at home through the school year. Should a student forget their device they may be able to utilize a classroom device for the day/period depending on classroom/period device availability. Continued instances of not bringing a fully charged device to school each day could result in the request of a review of the device by the district and/or administration.

Personalizing the Chromebook

Chromebooks are to remain free of any and all stickers, paint, writing, engraving, drawing, tape, adhesives and non-district issued labels.

Use Outside of School

Students are encouraged to use their Chromebooks at home for educational purposes only.

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Distribution and Collection

During the fall of the 2022-2023 school year, students will be issued a Waterford School District Chromebook. Students will be required to sign into their device for the first time on school property to be fully issued a device.

In the event of a student leaving Waterford School District for any reason, the district issued Chromebook assigned to them must be turned into the school's office manager on or prior to the last day of the student's attendance. If the device is not returned in a timely fashion, the full price of replacement of the Chromebook will be charged and administration will contact the student/parent/guardian to inform them of any legal action that may take place to assist with retrieval of district property.

Students who are expelled from Waterford School District will be required to turn in their Chromebook. If it is determined an expelled student will be receiving services by the Waterford School District, a device may be reissued based on certain circumstances. This will be determined on a case by case basis.

End of the year district Chromebook collection will be shared during the fourth quarter.



Waterford School District Technology Protection Plan

Repair and Accident Protection Plan

Waterford School District will allow for one repair free of charge for the entire time your student is enrolled in the Waterford School District. Once a student has made use of their free repair, they will need to pay \$50.00 per repair after that.

If the Chromebook is ever deemed unrepairable or lost, the student is required to pay a \$400.00 device replacement fee. This determination will not count towards the free repair.

This policy does not cover the loss of the Chromebook and/or accessories or damages caused by intentional misuse or malicious destruction. Waterford School District will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the plan outlined above. Students may be charged the full replacement fee of a device that has been lost or damaged due to intentional misuse or damage.

A device resulting in full replacement could include but not limited to loss, damage beyond reasonable use or beyond value, abandoned, missing, stolen or cannot be returned to the District in working condition. Damage is defined as hardware or software breakage that hinders the operation of the device while being used within the parameters of the district acceptable use and technology policies.



Maintenance and Repair

It is the responsibility of the family/student to report all issues as soon as they happen. The need for repair of multiple issues increases the chances of a device being deemed unrepairable, leaving the student responsible for the \$400.00 replacement fee.

When an issue arises, the family/student needs to provide the information listed below to the district Computer Services team through the following form <https://laptopsupport.wsdmi.org>. At that time, a follow up email will be sent with next steps.

Below you will find the device repair steps:

1. The following information will be required in the request form:
 - a. Student Last and First Name
 - b. Student District ID Number (If known)
 - c. School Name
 - d. Grade Level
 - e. Parent/Guardian Email Address
 - f. Issue you are experiencing, report accidental damage or repair needed
2. Follow directions in the follow up email received
 - a. During the week a reply will be sent within 24 hours
 - b. If an instance happens over the weekend or over a holiday break, please report right away and a reply will be sent on Monday or concluding the holiday break
3. Repair and Accident Protection Plan
 - a. First repair (If determined repairable) - Free
 - b. Second repair and beyond (If determined repairable) - \$50.00 each
 - c. Device is determined to be unrepairable - \$400.00 device replacement fee
 - d. Device is lost - \$400.00 device replacement fee

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Device Lending

If a device is with our Computer Services team to determine or receive repairs, the student will be provided a school issued Chromebook to utilize for learning activities during the school day. The school issued Chromebook is to remain within the classroom at all times. The school issued Chromebook will not be directly assigned to the student and can be utilized by other students throughout the classroom periods at the secondary level. The school issued Chromebook will not be permitted to leave the building.

If it is determined the device is in need of extensive repairs but is repairable the student may be issued a loaner device for a length of time to be determined. If a loaner device is lent out the parent/guardian must sign a form for this process. Loaner devices are not part of the Waterford School District Technology Protection Plan. As such if a loaner device is damaged or lost the student/family will be responsible for the full \$400.00 device replacement fee.



Network Monitoring & Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a district issued Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason. By using a district issued Chromebook, students agree to such access, monitoring and recording of their use. Student internet access will be filtered via our district's web filter, both on campus when connected to school WiFi as well as when at home. Any student that attempts to circumvent the built in filter will face disciplinary action in accordance with our Acceptable Use Policy, Chromebook Student Handbook and/or Waterford School District Code of Conduct.



Chrome Operating System

The Chromebook Operating System (OS) updates itself automatically and is managed by the district. Chromebooks must be properly shut down daily to allow for updates to take place.

Google Workspace (formerly Google Suite for Education)

- Chromebooks seamlessly integrate with Google Workspace including Google Drive, Docs, Sheets, Slides, Classroom, Drawing, Sites and Forms. Additionally, Google offers the ability to control other products within our domain.
- The administration and technology staff reserve the right to determine which Google Apps, as well as third party applications and extensions, to allow students to add to their Chrome OS/user account.
- Work done within the Google Workspace apps are stored via Google Drive in the cloud.
- Student accounts are issued and maintained through Waterford School Districts' Google Workspace domain.



Digital Citizenship & Appropriate Uses

Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate; I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites; I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access, and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist, or inappropriate.
5. **Respect Intellectual Property.** I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I



will purchase, license, and register all software. I will purchase media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Digital Safety Resources by Google:

https://beinternetawesome.withgoogle.com/en_us/families

7540.03 - Student Network and Internet Acceptable Use and Safety Policy

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network. The Internet is a global information and communication

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network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities. First, and foremost, the Board may not be able to technologically limit access, to services through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages. Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are

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responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline. Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
 - B. the dangers inherent with the online disclosure of personally identifiable information;
 - C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online; and
 - D. unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs. Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written

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agreement to abide by the terms and conditions of this policy and its accompanying guidelines. Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines. The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

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