



WASHINGTON SCHOOL DISTRICT

CHROMEBOOK PROGRAM

GRADES K-12

2020-2021

Washington School District

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One-to-One Technology Integration

Washington School District continues to prepare its students with 21st century trends in education and will offer a Chromebook for each student in grades K-12, ensuring we graduate students who can work digitally, collaborate meaningfully, and communicate in connected, real-world ways.

Washington has a Google management license that connects our learning community via Google Drive and its productivity suite. This license affords our students the full array of Google Apps for Education and their features. In fact, Google offers thousands of educational apps that teachers and students can use to *power-up* learning. You can see the many apps for education available at play.google.com/edu-world. When students sign into Google Chrome with their *prexie* account, these apps are instantly available wherever they go, making a smooth transition between home and school.

Of course, the most powerful app ever is a web browser, which brings the world within students' reach at the touch of a keyboard. Chromebooks are built with this in mind. They run the Chrome OS (operating system) and provide the web via the Chrome browser and apps. Chromebooks are secure. They are generally virus-free and store everything in cloud-based apps like Google Drive. Chromebooks automatically update their OS ensuring they remain fresh with the latest innovations.

This handbook outlines the District's expectations, for Grades K-12, of proper handling of Chromebooks, describes students' expectations and consequences and ways they can best take care of the devices, and includes an agreement for them and their parents. Understanding and abiding by this agreement is necessary in order to provide the best use of Chromebooks to our students. Its regulations, along with the District policy on Internet Acceptable Use and Student Handbooks, provide safeguards to ensure students have a positive experience, as we provide a 1:1 integration of educational technology for all.

As we begin this year with Chromebooks, we are excited about the possibilities. We know our teachers and students will find new apps, new lessons, and new discoveries as they prepare for tomorrow's opportunities. As always, Together We Make A Difference.

Chromebook Loan Agreement

Students in grades K-12 at Washington School District will receive a Chromebook and charger, both in good working condition to be used for educational purposes during the school year. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the Property of the Washington School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to use of the Chromebook. The equipment will be returned when requested by Washington School District, at the end of the school year, or sooner, if the student is enrolls in Alternative Education, or withdraws from the District prior to the end of the school year.

If the student fails to return the Chromebook when requested, the School District will use the installed tracking technology and the student/parent could be charged with theft by local law enforcement and will be prosecuted to the fullest extent of the law.

The District property may be used by the student only for non-commercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

Students may install Chrome apps from their personal account at their own expense. Please note that personal apps, videos and photos may be deleted if required to free up space for District apps and documents.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook or any school owned computer. The Washington School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network.

The student agrees to use best efforts to assure that the District property is not damaged or rendered inoperable by any electronic virus while in the student's possession.

DAILY PROCESSES AND PROCEDURES

Below are the processes and procedures you should follow when entering the building in the morning regarding your Chromebook.

- **Every student will arrive to school on time with their Chromebook and charger**
- **If a student does not have their Chromebook, the following actions will take place:**
 - Student reports to the Dean of Students office
 - Dean of Students will record the infraction
 - Multiple infractions will lead to progressive disciplinary consequences
 - Dean of Students will issue student loaner laptop for the day after receiving collateral for the item
 - At the end of the day the student is expected to return the laptop to the Dean of Students who will provide student with the collected collateral
- **If a student has a damaged Chromebook, the following actions will take place:**
 - Upon entering school with a damaged Chromebook, students are to immediately report to the guidance office to document broken Chromebook
 - Student will be provided with a loaner so complete school work until their Chromebook is repaired
- **Transitioning to and from classes:**
 - Students are expected to protect their Chromebook by keeping the device in their book bag as they transition from class to class
- **Use in Classroom:**
 - Students are expected to follow classroom rules of each teacher
 - Chromebooks are a tool to be used in class each day
 - Misuse of Chromebooks in class will result in disciplinary consequences that may include loss of privilege; therefore students are expected to follow all classroom rules and abide by teacher expectations
- **Lunch:**
 - Chromebooks may be used during lunch in the designated areas in the lunch room
 - Specific areas have been designated to prevent food and drink from damaging the Chromebooks
 - If students are eating or drinking, their Chromebooks should not be out
- **In the evening:**
 - Students are STRONGLY encouraged to use their Chromebook every night to complete work and assignments
 - Students who access the internet will be rerouted through the district's web servers which sensor inappropriate content
 - Washington School District students should be the only individuals using Chromebooks during and after school
 - Students should charge their Chromebook prior to arriving to school the next day

EXPECTATIONS & CONSEQUENCES

The Chromebook is an important learning tool and is to be used for education purposes only. You must understand the following expectations and be prepared to suffer the consequences if you fail to follow the expectations.

EXPECTATION	CONSEQUENCE
Follow all policies of the Washington School District, particularly the Student Handbook and Internet Acceptable Use Policy and abide by local, state, and federal laws	• Disabled account • Possible punishment by law • Loss of Chromebook Privilege
Treat Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen	• Disabled account • Loss of Chromebook Privilege
Chromebook will stay in my possession at all times. I will not lend it to friends or family	• Disabled account • Loss of Chromebook Privilege
Make sure Chromebook is fully charged at the start of every school day	• Discretion of classroom teacher • Loss of Chromebook Privilege
Bring Chromebook to school everyday	• Check one out in the office by providing valuable possession. (ie: cell phone or house key) and turn it in at the end of the day. • If forgotten repeatedly, disciplinary action will be taken • Loss of Chromebook Privilege
Use email and other electronic communication appropriately, legitimately and responsibly	• Disabled account • Loss of Chromebook Privilege
Students who are having trouble with their Chromebook will bring it to the Guidance Office in the morning	• Disabled account • Loss of Chromebook Privilege
Return the Chromebook when requested OR upon withdrawal from the District	• Disabled account, Chromebook will be useless • Charged with theft • District will prosecute to the fullest extent of the law

STUDENTS WHO SUFFER “DISABLED ACCOUNT” OR “LOSS OF CHROMEBOOK PRIVILEGE” CONSEQUENCE WILL STILL BE REQUIRED TO COMPLETE CLASSWORK.

Depending on severity of the offense, the following will take place:

FIRST INFRACTION:	Warning
SECOND INFRACTION:	Account disabled for ONE day with loss of privilege
THIRD INFRACTION	Disable account with loss of privilege indefinitely until a parent meeting is held and contract is signed

Use and Care of Your Chromebook

- **Bring it to school every day.** Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
- **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.
- **Makeup is a must if you do without.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your course work. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request the you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. *Each Chromebook's camera has been disabled so students are unable to take photos using their Chromebook.*
- **Do not take images, video or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is direct violation of our Student Code of Conduct.
- **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your Chromebook, however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action. Students should appropriately cite resources being used for assignments.
- **Abide by media content expectations.** Parents should work in concert with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and etexts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(ature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content is not allowed and any violation of this policy will result in disciplinary action.
- **Keep browsing safe and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the District's Internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
- **Leave the District-loaded apps on your Chromebook.** Do not delete any District-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
- **Avoid eating and drinking while using your Chromebook.** It is expected that you do not eat or drink when using your Chromebook, doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered abuse.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered abuse.
- **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered abuse.
- **Notify IT support, teachers, or administration if your Chromebook has problem.** Whether your Chromebook is not functioning properly or has suffered some damage, it is your responsibility to inform your teacher and to take the damaged Chromebook to the Guidance Office as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry or slightly damp cloth.
- **If your Chromebook is missing.** You will need to notify administration including Dean of Students and Assistant Principal immediately. It's the responsibility of the student to secure their individual Chromebook and if the student has lost their Chromebook they will be responsible for the full replacement cost of the device.

Incident Assessment Chart

The Washington School District recognizes that accidents happen. It is at the discretion of the District to determine whether each instance is an accident or intention damage.

If damage is deemed by the District to be an accident, we will pay for repairs. For damages which are intentional OR happen due to negligence, the student will be responsible for paying for repair or replacement of device up to \$207.

Incident	Action(s) Necessary	Cost
Accidental Damage of Chromebook, Adapter or Power Cord (1st Instance)	A report must be made immediately in the guidance office where you will leave your Chromebook and pick up a loaner. Your Device will be returned when damages are repaired.	The school district will pay for repairs.
Accidental Damage (2nd Instance and subsequent instances) More than one (1) occurrence of loss, theft or damage in a school year.	A report must be made immediately in the guidance office. The device must be left in the guidance office so that a new device or spare device may be issued, however, a spare device may not be issued for a 2nd break. The student may be required to wait until the original device is returned from service before having use of a Chromebook. Some loss of privileges of using the Chromebook may occur such as the following: -limiting participation in the Chromebook program -may not be permitted to take the device home This may also result in a referral for disciplinary action.	Student or parent/guardian pays for repair or replacement cost, whichever is lesser will be assessed. Per current Table of Estimated Repair/Damage Cost – \$207
Intentional Damage / Abuse	Upon notification or administration's knowledge of an incident of intentional damage or abuse, the device must be returned. Deliberate damage will be referred to the administration. Applicable Board policies and/or school building policies will be followed with regard to appropriate discipline for damage to school property.	Student or parent/guardian pays up to replacement cost - \$207
Loss / Theft Unless person(s) responsible for a theft are identified, the incident will be considered a loss.	A report must be made immediately to administration - In the event of theft or non-return, <u>a police report will be filed.</u>	Student or parent/guardian pays replacement cost - \$207

WASHINGTON SCHOOL DISTRICT
USE OF INTERNET/SCHOOL DISTRICT'S NETWORK/COMPUTERS AND OTHER DISTRICT
TECHNOLOGY BY STUDENTS
POLICY NO. 546

PURPOSE

The technology and telecommunication resources available in the District represent a large capital investment by our communities. The Board intend that access to the internet, to the School District's network system, to District computers, and to other District technology be made available to students for legitimate and lawful educational purposes; considers the internet to be like a digital library where students are expected to be responsible and accountable for their actions in accessing resources just as they are in a traditional library; and expects student to act as the School District's ambassador when accessing the internet/District network/District computers/technology as they do when traveling on field trips.

To the end the Board established **Responsible Use Guidelines** to ensure proper and ethical students use; to provide consistent responsible student access management; to conform usage with current law' to define parameters for acceptable use; and to impress upon students that inappropriate use may result in a serious penalty.

RESPONSIBLE USE GUIDELINES (RUGs)

The following topics are covered in *depth* in Policy No. 546, please reference the Policy and make sure you fully understand before signing the Chromebook Agreement.

1. Cooperation and Method For Becoming an Authorized User
2. Discipline
3. Access
4. Use is a Privilege – User Accountability
5. Other Prohibited Uses
6. Reporting Inappropriate Behavior
7. Potential Student Liability
8. District Not Liable for Content
9. Compliance with Relevant Laws
10. Protection of Confidentiality
11. No Privacy Rights
12. System Security
13. Equity of Use
14. Reduction of Cost
15. Monitoring for Educational Use
16. Faculty Role with Respect to Student Use
17. Review of Prohibited Uses
18. Safety
19. Responsible Internet Use

No Expectation of Privacy

No Privacy Rights

Students who use the District's computers/internet/District network/technology/Chromebook are charged with recognizing that the District Administration does have the authority to intercept any and all messages transmitted to or from, or any information present on, the District's computers/internet/network/technology/Chromebook, and that there will be no privacy rights construed by the District to exist in any such messages or information, or in any other use of the District's computers/internet/District network/technology/Chromebook. Users of the internet/School District network are discouraged from storing extensive E-mail messages; in fact, messages which are no longer useful or necessary should be eliminated daily and no messages may be stored longer than a maximum of fourteen (14) calendar days.



Name: _____ Date: _____

Pass code to unlock unit: _____ Asset Tag # _____

Grade: _____ First Period Teacher: _____

Damage:

☐ Unable to Log in

☐ Broken Screen

☐ Unable to connect to Wi-Fi

☐ Missing Keys

☐ Doesn't Charge

☐ Other _____

Describe how the damage occurred:

Student Signature: _____

.....
Official Use Only:

Chromebook received by: _____

Verified: ☐ YES ☐ NO

Replacement device issued to student: ☐ YES ☐ NO

Technology Staff Member handling this case: _____

Damaged Covered by District: ☐ YES ☐ NO

If NO, rationale:

Resolution / Action:

Signature of School Official

Date: _____

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2021-2022 WSD STUDENT/PARENT CHROMEBOOK AGREEMENT SIGNATURE PAGE

Please bring completed form to Chromebook Distribution Site or to WHS Computer Tech during the school year

Student Information

Last Name _____ First Name _____ MI _____
First Period _____ Grade _____ Student ID Number _____

Student Agreement for Chromebook Use:

I, _____,
(Print Student's First and Last Name)

Agree to the following:

- I have read the WSD Use of Internet by Students Policy and the Chromebook handbook. I will follow all of the school policies and this handbook at all times.
- I understand that I am permitted to use the Chromebook and internet for education purposes related to school assigned topics and I will exercise responsible behavior when doing such.
- I understand that I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent – WITH THE COST OF UP TO \$207.
- I will immediately notify the WSD Computer Tech in case of damage, theft, vandalism, and/or loss of device.
- I agree to return the District Chromebook to the WSD when requested or if I withdraw from the school.
- I understand that not returning the Chromebook at these times will result in the Chromebook being locked and a replacement fee (currently \$207) will be the consequence.
- I understand that if I do not return the Chromebook it can be tracked by law enforcement and I could be charged with theft.
- I understand I must clear all Chromebook fees, if any, before participating in school-related events, including attendance at sports, dances and graduation.

Student Signature:

Date: _____

In case of questions, repairs, or technical assistance throughout the school year, students may see the following WSD Computer Tech: INSERT NAME

Parent/Guardian Agreement for Chromebook Use:

I, _____,
(Print Parent/Guardian's First and Last Name)

Agree to the following:

- I have read the WSD Use of Internet by Students Policy and the Chromebook handbook. I will follow all of the school policies/regulations included in the handbook at all times. I will hold my child accountable to these policies and regulations.
- I understand that this Chromebook is designated for education purposes and, therefore, my child's violations of this agreement may be cause for the removal of his/her Chromebook privileges.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent. Further, I understand if my child accidentally or purposefully damages or breaks another student's Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement. It will be the right of the principals or his/her designee to determine the nature of and cost of damages. – WITH THE COST OF UP TO \$207.
- I understand that I have the option to purchase a Technology Plan that will cover one accidental incident (see details on the Technology Plan form).
- I understand that Chromebooks are District owned devices and all content stored on the Chromebook is subject to review at any time.
- I understand that if my student fails to return the Chromebook when/as directed, I will pay the replacement cost of the Chromebook, power adapter, cord, and accessories provided by the District. Failure to do so may result in tracking of the device and a criminal and/or civil court prosecution.

Parent/Guardian Signature:

Date: _____