



# **CISD 1:World**

## **Chromebook Guidelines, Procedures and Information**

### **Parent/Student Handbook**



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The Chromebook 1:World Program in Coahoma Independent Schools is part of the America's Farmers: Grow Rural Education initiative, sponsored by the Monsanto Fund. The mission of the 1:World Program in Coahoma ISD is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning, by providing portable devices for all Coahoma High School students. This ensures that students can access what they need from wherever they are – every classroom and public area, anywhere with an internet connection inside and outside the school environment.

The focus of the Chromebook program at Coahoma ISD is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. 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 and other devices used in Coahoma Independent Schools considered by the Administration to come under this policy.

\*Teachers/schools may set additional requirements for use in their classroom.



# 1. GENERAL INFORMATION

## 1.1 Receiving Your Chromebook

- Chromebooks will be distributed after the students and parent/guardian participate in an online orientation or meet with school personnel and sign the CISD Chromebook Agreement.
- **Parents & students must sign the CISD Chromebook Agreement Form online and for those choosing Option 1, submit payment before a Chromebook can be issued to their child.**

## 1.2 Chromebook Check-in

- Chromebooks will be returned before the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of Coahoma ISD during the school year, the Chromebook, Chromebook charger and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Coahoma ISD for any reason must return their CISD Chromebook, charger and any other peripheral devices/tools provided on or before the date of termination.
- If a student fails to return the Chromebook, charger and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at CISD, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, charger and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger and any other peripheral devices/tools provided may possibly result in a filed theft report.

## 1.3 Check-in Fines

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however, any accidental or intentional damage to the device will incur the cost of repair.
- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook 1:World program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case by case basis.



## 2. FEE OPTIONS AND DESCRIPTIONS

### 2.1 Option 1: Pay a NONREFUNDABLE semester fee of \$15 for the CISD Replacement Benefit Program.

- Students will pay the Option 1 before taking possession of the device.
- The CISD Replacement Benefit Program covers the device, power adapter and cables only.
- The cables and power adapter are covered if they stop working due to normal wear and tear.
- A lost or stolen device must be reported within five (5) business days of the loss or incident. A police call number or offense number is required in the case of theft, vandalism or other criminal acts.
- The student will be charged the Fair Market Value of the device if lost, stolen, or vandalized and not reported within five (5) business days.
- Students/Parents are responsible for reasonable cost of replacement or repair for negligent loss or a deliberately damaged device.
- The Replacement Benefit Program will cover **no more than two (2) damages per school year, and no more than one (1) loss or theft per school year.**

### 2.2 Option 2: No Fee/Limited Use

- Student provides and uses their own device (laptop/Chromebook only) and brings it to school every day, charged and ready for use.
- OR**
- Students are issued a CISD Chromebook for use at school, only. They would forfeit the privilege of taking the device off-campus
  - Chromebooks will not be checked-out as needed for off-campus use.
  - Students are responsible for completing all classwork regardless of the condition of their personal device.

### 2.3 Table of Estimated Repair/Damage Costs

Unreported Loss, Deliberate Damage, or Neglect*	Repair/Replacement Costs**
Chromebook	Fair Market Value (\$200 – Original Cost to District 2016)
Broken Screen	\$30
Power Adapter + Cord	\$20

\*More than one (1) occurrences of loss or theft, or two (2) occurrences of damage during the school year will be interpreted as neglect.

\*\*The costs of any other parts needed for repairs will be based on manufacturer’s current price list.



### 3. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school's main office for an evaluation of the equipment.

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the CISD technology staff. Students are responsible for backing up their data to protect from loss. Users of CISD technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

#### 3.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the Coahoma ISD 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.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the CISD.
- Chromebooks must never be left in the hall, an unlocked car or any unsupervised area.
- **Students are responsible for keeping their Chromebook's battery charged for school each day.**
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- Store in a safe and secure environment when not in use.

#### 3.2 Carrying Chromebooks

The rugged rubberized edges have sufficient padding to protect the Chromebook from normal wear and tear when carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be closed when carried.
- Avoid stacking books or other heavy objects on the Chromebooks when carrying them from class to class.
- Avoid overstuffing your backpack. The pressure from the other books and items in the backpack could cause damage to the Chromebook.



### 3.3 Screen Care

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

- 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.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or antistatic cloth.
- Do not “bump” the Chromebook against walls, car doors, floors, etc. as it will eventually break the screen.

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

### 4.1 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 (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” their Chromebook. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the Assistant Principal.
- If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

### 4.2 Chromebook Undergoing Repair

- Replacement Chromebooks may be used by students when they leave their Chromebooks for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks must remain in the classroom.
- Replacement Chromebooks will only be issued for use in school until all cost of replacement have been paid.

### 4.3 Charging Your Chromebooks Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- Repeat violations (minimum of three days, not consecutively) of this policy will result in lunch detention(s). Additional offenses will result in phone calls home and referrals to school administration.



## 4.4 Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and 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 and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

## 4.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored.
- Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.
- Only music/sound files that are obtained legally for educational purposes are allowed.

## 4.6 Printing

Printing will not be available with the Chromebook. Students may print school assignments using the desktop computers in their classrooms or the media center.

## 4.7 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
- The filters in place while at school also carry over to the students' homes.
- If parents/guardians are interested in providing additional content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support

# 5. MANAGING YOUR FILES & SAVING YOUR WORK

## 5.1 Saving to the Chromebook

- Students will save work to their Google accounts via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or reimaging.
- It is the student's responsibility to ensure that their work backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.





## 5.2 Network Connectivity

Coahoma ISD makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the District will not be responsible for lost or missing data. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

# 6. SOFTWARE ON CHROMEBOOKS

## 6.1 Originally Installed Software

The Extensions/Apps originally installed by Coahoma ISD 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. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

## 6.2 Additional Software

- Students are not allowed to load extra extensions/Apps on their Chromebooks. Students are responsible for the content on their Chromebooks. Apps and other media must be appropriate per the CISD Acceptable Use Policy and Code of Conduct. Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any attempt to “jailbreak” the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

## 6.3 Inspection

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

## 6.4 Procedure for Reloading Software

- If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimaging any device.
- Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.



## 6.5 Software Upgrades

- Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

## 7. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

### 7.1 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.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette:
- NetSmartz: <http://www.netsmartz.org/Parents>
- CommonSense Media: <http://www.commonsensemedia.org/blog/digitalcitizenship>
- Ensure that siblings and other family members are not using the device for personal use.

### 7.2 School Responsibilities are to:

- Provide Internet and online course materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Coahoma ISD reserves the right to review, monitor, and restrict information stored on or transmitted to CISD owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

### 7.3 Students are responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid Coahoma ISD in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Plagiarism is a violation of the Coahoma ISD 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 CISD Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.



- If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Returning their Chromebook to the Library Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Coahoma ISD for any other reason must return their individual school Chromebook and other peripherals on or before the date of termination.
- Monitoring all activity on their account(s).

#### **7.4 Student Activities Strictly Prohibited:**

Students are strictly prohibited from the following actions while using their Chromebook (Coahoma ISD reserves the right to modify this list at any time.):

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future School Board policy and any applicable laws.
- 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, etc.)
- 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)
- Spamming (sending mass or inappropriate emails)
- Using the internet to access personal (non-school related) accounts i.e. non-school provided email accounts (Yahoo, Hotmail), Facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/Email accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, 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 or 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 CISD web filter.



## 7.5 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 Coahoma ISD may be applied to the device.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to the Howard County Sheriff's Department (the police report must be submitted) and to school administration.

## 7.6 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Coahoma ISD 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 the Coahoma ISD Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## 7.7 Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook and the AUP).



## 8. PROTECTING & STORING YOUR CHROMEBOOK

### 8.1 Chromebook Identification

The school will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the device. Each student will be assigned the same Chromebook for the duration of his/her time at Coahoma ISD. They will be collected at the end of each year.

### 8.2 Storing Your Chromebook

- When students are not using their Chromebooks, they should be safely stored. During gym periods the Coahoma ISD recommends the students use their gym locker provided by the school district.
- To prevent damage, nothing should be placed on top of the Chromebook.

### 8.3 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 lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Library Media Center or the main office and may result in disciplinary action.

## 9. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, In School Suspensions, and Out of School Suspensions. Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading inappropriate apps and media.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Bringing Chromebook to Gym unless directed by gym teacher.
- Lack of adequate care for Chromebook, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.



## 10. DIGITAL CITIZENSHIP

School issued Chromebooks should be used for educational purposes and students are to adhere to the AUP and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
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 while online. 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 people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will suitably cite 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 purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.



## CISD 1:World - Payment Plans

### OPTION 1

#### **\$15 Semester Fee for Replacement Benefit Program**

\*\*\$10 Semester Fee for students eligible under the National School Lunch and Child Nutrition Program Income Guidelines

#### **COVERED: ACCIDENTAL LOSS AND DAMAGE**

- Covers device, includes normal wear of cords
- Pay fee one-time per semester
- No pro-rating fees
- A one-time replacement if the device is lost or stolen
- Peace of mind knowing your child's device is protected

*Students and parents are responsible for repair or replacement costs for devices that are deliberately damaged.*

*Student and parents are responsible for the Fair Market Value replacement cost for any device that is lost if a police report is not filed after the loss.*

*See the 1:World Student/Parent Handbook for full details on the Replacement Benefit Program.*

### OPTION 2

#### **OPT OUT: No Fee/Limited Use**

- Student provides and uses their own device (laptop/Chromebook only) and agrees to bring it to school every day, charged and ready for use.

**OR**

- Student uses a CISD issued Chromebook at school, but forfeits the privilege of taking the device off-campus
- Chromebooks will not be checked out as needed for off-campus use.
- Students are responsible for completing all classwork regardless of the condition of their personal device.

More information and details regarding Option 1 and Option 2 can be found in the CISD 1:World Parent/Student Handbook. (Section 3, Page 5)