

# Wharton High School



**9th Grade**

**1:1 Parent/Student Guide**

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## Ownership of the Chromebook

- The District retains sole ownership of Chromebooks. Chromebooks are lent to the students for educational purposes only during the academic year, and permission for use of the same may be revoked by the District at any time for a limited time or permanently based on a student's violation of District policies, procedures, and/or agreements. Possession and use of a Chromebook by a District student is a privilege, not a right.

## Goals for Student Users

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- To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas completing assignments, projects, and other activities as assigned by teachers

## Receiving and Returning Your Chromebook

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Chromebooks will be distributed to students early in the school year. Students will receive training on proper care and use of the technology. Before the Chromebook may be issued, parent and child must complete all required paperwork:

- Wharton ISD Accessible Use Policy (AUP) including Digital Citizenship
- Chromebook Parent/Student Guide acknowledgment page.

### The student Chromebook package includes



### Chromebook Collection

- At the end of each school year, students will return their Chromebooks, protective case, and chargers. The devices will be checked and cleaned so the devices will be ready for distribution in August of the next school year.

## Transferring/ Withdrawing Students

- Students who transfer/ withdraw from Wharton ISD must turn in their Chromebooks, protective sleeve and chargers to the office on their last day of school attendance. If a student does not return their Chromebook prior to leaving the School District, the student will be charged the full amount for replacement.

## Utilization of Chromebook

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- Students will be required to have a fully charged Chromebook at school each day and carry it with them to each class period. Failure to have a fully charged Chromebook at school and/or to any class will result in disciplinary action according to the Student Code of Conduct, and an adverse effect on the student's participation grade for the course. (Note: Chromebooks must be charged for approximately 8 hours in order to be fully charged.)
- Chromebooks are to be used only for educational purposes at all times. The term "educational purpose" or "educational value" means use that has a direct or indirect impact on the student educational program of the Wharton Independent School District, which is in line with the curriculum approved by the Wharton Independent School District Board of Directors.

## On Campus Charging Procedures

- 9th gradetudents will leave their Chromebooks in a designated charging slot on a cart in their 8th period classroom.
- All students will pick up their designated Chromebook from it's charging station on the way to zero period at the beginning of each school day.
- Students are solely responsible for charging their device whether at school.
- 9th grade students who take home Chromebooks will be considered an act of theft. This will be dealt with according to the Student Code of Conduct.

## Charging Procedures for at school and at home

- 9th grade students in athletics will leave their Chromebooks in a designated charging slot on a cart in their 7th period classroom.
- 8th grade non-athletic period students will leave their Chromebooks in a designated charging slot on a cart in their 8th period classroom.
- All students will pick up their designated Chromebook from it's charging station on the way to zero period at the beginning of each school day. Students will keep it their possession all day.
- Once students are allowed to take their devices home, they must charge it at least 8 hours each night.
- Students are solely responsible for charging their device whether at school or at home.

## 9th Grade Failure to Bring Chromebooks to School

- Students who do not bring their Chromebook to school will have three days to make up and turn in the missed work.
- Students must make up this work at their teacher's convenience before school, at lunch, or after school within the three day window.
- Repeatedly forgetting the device will be documented and applied to the Student Code of Conduct.

## Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education Google account. Students are required to log-on only to the portal provided by Wharton ISD.
- Students must never share their account passwords with others, unless requested by the building principal.

## Managing and Saving Your Digital Work with a Chromebook

- Student work must be stored in Internet based applications, such as Google Drive, and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students may choose to utilize portable storage devices (jump drive, flash drive).

## Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes, or in any other manner on a Chromebook. The presence of such media may result in disciplinary consequences.

## Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones/earbuds for sanitary reasons.

## Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work must be stored in an Internet/Cloud application, students will only print directly from their Chromebooks when given permission by the teacher.

## Operating System and Security

- Students may **not** use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

## Content Filter

- The Wharton Independent School District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).
- All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district.
- The District will in all other ways comply with CIPA relative to student use of Chromebooks. If a website is blocked in school, then it will be blocked out of school.

## Google Apps for Education

- Chromebooks are seamlessly integrated with the Google Apps for Education suite of productivity and collaboration tools.
- This suite includes Google Docs, Sheets, Slides, Drawings, and Forms. All work is stored in the Cloud.

## Hardware and Repairs

In accordance with District Policy, moving, repairing, reconfiguring, modifying, or attaching external devices to the computer equipment/network without proper permission or reconfiguring, modifying, or attaching external devices to the Chromebook without proper permission is prohibited.

## No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to **any** usage of a Chromebook including but not limited to with respect to data stored on the Chromebook, on the Cloud, or on any District network, nor do they have any expectation of privacy with respect to any app installed by either themselves or the District.
- The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time, and by any means including but not limited to collecting the Chromebook, electronic remote access, or the use of monitoring software but excluding monitoring through use of a webcam.
- The District also reserves the right to alter, add or delete any software, hardware or apps installed on the Chromebook by the District or by the student.

## Downloaded Files

- All pictures, materials and documents downloaded onto the Chromebooks are the property of WISD.
- Personal portable storage devices (jump drives, flash drives, etc.) may be attached to a district Chromebook. Data on the personal portable storage device is subject to review, inspection and confiscation by the Director of Technology or other district personnel.

## Copyright and File Sharing

- Students are required to follow all copyright laws relative to all media including text, images, programs, music, and video.
- Downloading, sharing, and posting online illegally obtained media is prohibited.

## Webcam Security

- WISD Technology Staff does not have the ability to remotely access and control the built-in Chromebook webcam.
- There are many third party, web-based applications that can allow camera access to the Chromebook. Please always monitor your child's activity closely.

## Unauthorized Access and Damaging Another Student's Chromebook

- Access to another person's account, device or computer without their consent or knowledge is considered hacking and is unacceptable (refer to Student AUP).
- If a student damages or breaks another student's Chromebook and/or charger the student who caused the damage will be responsible for all expenses related to repairs or replacement of the Chromebook and/or charger.

## Deleting Files / Apps / Extensions

- Do not delete or move any apps, extensions, folders or files that you did not create or that you do not recognize.
- Deletion of certain files or apps will interfere with your ability to complete certain coursework and may affect your grades.

## Monitoring Software

Teachers, school administrators, and the technology staff will use monitoring software that allows them to view the screens and activity on student Chromebooks at school.

## Terms of Agreement

Unless earlier terminated by the District, your right to use and possession of the property terminates upon withdrawal from the District.

## Taking Care of Your Chromebook

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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 given to the WISD Technology Department through the librarian. Never try to repair the Chromebook yourself or have someone outside the WISD Technology Department work on it as this could void the warranty and cause you to incur additional charges.

## Use the protective case

- Keep your Chromebook in its protective case when **not being used**.
- If you carry a backpack, the sleeve should fit nicely inside. When you are done using it, simply slip it into the sleeve that is already inside your backpack and zip it closed.
- Do not keep your Chromebook in the sleeve while it is plugged into an electrical outlet.

## Protect Our Asset Tags

- Chromebooks will have two School District asset tags and one or more manufacturer's labels. The labels must be left intact and visible.
- There will also be a label to identify the student user.

## General Precautions

- **The Chromebook is school property and all users will follow the policy in the Student Code of Conduct in the section labeled Student Acceptable Use Policy (Student AUP).**
- Do not loan devices to other students.
- Do not borrow a device from another student.
- Do not share passwords or usernames.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels unless added and/or provided by Technology staff. Spot checks for compliance may be done by administrators or teachers at any time.
- No food or drink is allowed next to your Chromebook.
- Vents cannot be covered.
- Chromebooks must have a WISD inventory tag on them at all times and this tag must not be removed or altered in any way. **If the inventory tag is removed, disciplinary action may result.**
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- 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.
- Students may not attempt to remove or change the physical structure of the Chromebook including keys or casing.

## Carrying the Chromebook

- Always transport Chromebooks with care. It is best to carry the Chromebook in its case in your backpack.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

## Screen Care

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The Chromebook screens can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not grasp screen by wrapping your hand around the screen, your thumbs could shatter the screen.
- Do not lean on top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any cleaning solvents.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. It may break the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or other objects).



## When a Student's Chromebook is Unavailable

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A student may not keep an inoperable Chromebook in order to avoid doing class work. If a Chromebook needs repair, the student will take the Chromebook to the campus library. If a loaner Chromebook is available one will be checked out to the student after all fines have been paid. The student will be responsible for any damage or loss to the loaner Chromebook while it is in their possession.

- A student borrowing a Chromebook must sign a "loaner" agreement and will be responsible for any damage to or loss of the loaned device and/or charger.
- Chromebooks and chargers on loan to students having their devices repaired may be taken home.
- The librarian will contact students when their devices are repaired and available to be picked up. The "Loaner" Chromebook must be returned to the library at that time.
- If a student has purchased the WISD Technology Insurance and the repair qualifies, then WISD will file the insurance claim.

## Digital Citizenship

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- Be aware of what you post online. What you contributes creates a "digital footprint" for all to see.
- Follow the District's Responsible Use Guidelines when writing or posting online.
- Be safe online. Don't share your personal information including name, age, location or other information that can give clues to your location. Remember not everyone is who they say they are online.
- Do your own work. Follow the Copyright Law for published work including digital wok such as videos and images. Complete assessments and assignments as directed by your teacher. Not doing so may result in disciplinary action.
- If you encounter inappropriate material online that makes you feel uncomfortable, tell a trusted adult such as a teacher, administrator or guardian.
- Use your Chromebook only when appropriate. The school may also identify Technology Free Zones, where your devices must be put away.
- Be Polite Students are expected to use headphones or keep the sound on the Chromebooks muted at all times, as not to disrupt the class unless directed otherwise by the teacher.
- Inappropriate media should not be on the device. If found, you will be held responsible according to campus expectations.
- The Chromebook should not be used to take photos, to post them online and/or manipulate them in any way that violates the Student AUP.

## Music, Videos, Games, Apps, Extensions, or Programs

These guidelines must be followed in accordance with the Student AUP. Please note this is not an all-inclusive list.

- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement also violates the District's Internet Service Provider's terms of service and could lead to limitation or suspension of the District's Internet service.
- Inappropriate content will not be allowed on devices.
- Apps rated 17+ or games with an ESRB rating of Mature are not allowed on student devices. 17+ rated apps, R & NC-17 rated movies, TV-MA rated content and Explicit Content are not allowed on student Chromebooks.
- Any violation of this policy will result in disciplinary action.

## Using Chromebook Outside of School

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Your Chromebook can be used anywhere you like. Documents saved in Google Drive can be accessed without Internet access if set up under settings **PRIOR** to going offline.

## Connecting Your Chromebook to WiFi

You may connect your Chromebook to WiFi at home or anywhere else you may use it.

- Start with logging in to your Chromebook like you normally do at school.
- Click on the WiFi icon in the bottom right of the page, select your home WiFi, log in with your username and password.

## Safe Internet Browsing

Your Chromebook is configured for safe Internet browsing. We use a content filter that filters content, even when you are not on your school network. Parents should be aware that **no filtering system is perfect**, and we strongly urge parents to supervise student browsing. Students should also note that you must still follow The District's Acceptable Use Policy no matter when or where the Chromebook is used.

## Your Chromebook Apps

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All apps will be installed and updated for you automatically. Students will not have the permissions to download additional apps.

## If Your Chromebook Breaks, is Lost or Stolen

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You are responsible for the security and care of your Chromebook. You will be responsible to reimburse your school \$250.00 for an irreparable, lost or stolen Chromebook, \$45.00 for a lost/stolen power adapter and \$18 for a lost/stolen sleeve.

All students have the option to purchase Electronic Device Insurance through Worth Ave. Group to cover accidental damage and theft. See page 13 for insurance information.

### **If your Chromebook and/or its Accessories are not Functioning Properly:**

1. Take the device to the campus library, to swap out the device (if one is available).
2. On the loaner Chromebook, login with your District account and allow your apps and information to sync to the device.
3. The librarian will notify you when the original device is back in working order and ready for pick-up.

### **If your Chromebook is Damaged (cracked screen, housing, etc):**

1. Take the device to the campus library.
2. If insurance has been purchased and the damage is deemed accidental, WISD will file an insurance claim. A replacement device (if available) will be issued until the damaged device is repaired and returned. Parent will be notified that a claim was filed.
3. If there is NO insurance, the student will be responsible for paying for damages before a replacement device (if available) is given. Cracked screens will be assessed a \$30 damage fee to be paid to WISD. Cracked casings will be assessed a \$50 damage fee to be paid to WISD. Missing/damaged keys are \$8 each.

### **If the Chromebook is Lost:**

1. Report the loss to the campus librarian.
2. The student will be responsible for paying for all lost parts: Chromebook \$250, power cord \$45, and sleeve \$18.
3. Insurance does not cover loss.

### **If the Chromebook is Stolen:**

1. Report the theft to the Principal and the Librarian.
2. A Police Report will be filed with WISD Police.
3. If insurance has been purchased, WISD will file a claim and notify parents.
4. If there is NO insurance, the student will be responsible for paying for all stolen parts: Chromebook \$250, power cord \$45, and sleeve \$18.
5. If a student has insurance, a loaner Chromebook (if available) will be issued until the replacement is ready.

## Optional Insurance

Optional insurance is for accidental damage and theft. Intentional damage and loss are not covered. Please read the policy information online and information below to understand your family's rights and responsibilities and what is covered.

### Costs

- Yearly premium of \$31. This premium is good for one school year and one device.
- If you owe a technology fee, you are not eligible to purchase insurance until all technology fees are paid.
- If you choose **not** to purchase insurance, screen repair is \$30, casing repair is \$50, and key repair is \$8 each.
- Devices are not covered until insurance premium is paid in full.
- The district staff has the final say in determining insurance and repair situations.
- No refunds will be issued.
- Insurance premiums are due within the stated window of open enrollment.

### Covered Equipment

- The insurance covers accidental breakage up to the replacement cost of the device. For example, if the original cost of the device was \$250 the insurance would cover \$250 worth of repairs or replacement. Anything beyond \$250 would be the responsibility of the student/parent.
- There will not be an additional premium for the use of a Chromebook loaner. Your child's yearly \$31 premium covers their original Chromebook and any other Chromebook issued to your child for the current school year (up to the dollar value of the originally issued Chromebook).
- Insurance is purchased once per school year. The policy transfers to replacement devices.
- Policies are unlimited, there may be multiple claims in one year.
- Chromebook chargers that are accidentally damaged are included in the insurance coverage and will be replaced at cost (currently \$45) for each occurrence. If a charger tip breaks off inside the Chromebook and cannot be removed, there will be a replacement charger fee and/or repair charges, if applicable.

### Exclusions

Wharton Independent School District Insurance Policy **will not pay** for loss or damage caused by or resulting from the following:

- Intentional damage
- Loss
- Loss/damage caused by using a charging device other than the District-issued charger.
- Dishonest, fraudulent, or criminal acts.

## Claim Procedures for Accidental Damage or Theft

- Go directly to the campus librarian who will contact the WISD Technology Department to determine if there is a qualified insurance claim.
- If theft is declared, a WISD Police Report must be filed before claiming insurance.
- If there is a damage claim, the WISD Technology Department will fill out the appropriate paperwork with insurance
- You will receive a telephone call, letter, and/or email from office staff when a claim is filed on your child's Chromebook.
- Once the claim is in process, a loaner (if available) will be issued to the student.

## Returning Your Chromebook

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Students must return Chromebooks, power cord, and sleeves at the end of the school year, or when transferring out of a school. Chromebooks must be in good working order and free from physical damage. If you are missing any part of the Chromebook package, you will be assessed replacement fees for the items at the following rates:

1. Chromebook \$250.00
2. Power Supply \$45.00
3. Sleeve/Case \$18.00
4. Damage fees if necessary: cracked screen \$30, cracked casing \$50, missing/damaged keys \$8

If any of the items are physically damaged, you may be assessed a repair or replacement fee if not covered by optional insurance.

# Acknowledgment Page

I have received the 1:1 Chromebook Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made thereto. I also understand all infractions will be handled according to the student code of conduct.

Grade level \_\_\_\_\_

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student name printed

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name Printed

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## School Use Only:

Insurance Purchased \_\_\_\_\_ CB # \_\_\_\_\_

Charging Location \_\_\_\_\_