

2018-19

Chromebook Handbook



A handbook for
Moody High School
students and parents

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MOODY ISD CHROMEBOOK 1:1 PROGRAM

The focus of the 1:1 (1 Chromebook per student) program in Moody ISD is to provide equipment and resources that meet the needs of today's students.

The Chromebook 1:1 Program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

The information within this document applies to the 1:1 Chromebook program for students that attend Moody High School. Please note that teachers may set additional requirements for use in their classroom.

STUDENT CHROMEBOOK PLEDGE

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to others.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep my Chromebook in the district issued case.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I understand that my Chromebook is for educational use.
9. I will not deface my Chromebook or district issued case (no stickers, writing, engraving, etc.).
10. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Moody ISD.
11. I will file a police report in case of theft or vandalism.
12. I will be responsible for all damage or loss caused by neglect or abuse.
13. I agree to return the Chromebook and power cord in good working condition at required check-ins (i.e., withdrawal from school or summer).
14. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus and teacher procedures.

GENERAL INFORMATION

CHROMEBOOK CHECK-IN AND CHECK-OUT

1. The Chromebooks will be checked out through the library.
2. Students will check in their Chromebooks for the summer for maintenance. If a student does not check the Chromebook back in for the summer, a \$20 late fee will be issued.
3. Students will keep the same Chromebook throughout their Moody ISD career.
4. **WITHDRAWAL:** If a student withdraws from Moody ISD, the Chromebook and charger will be returned at the time of withdrawal. Students will be responsible for paying for any damages to the equipment, not to exceed the replacement cost of the Chromebook. Failure to return the Chromebook and charger may result in theft charges.

REPAIR

Chromebooks that are broken or fail to work properly must be referred to the Moody ISD Technology Department in a timely manner. The student will give the Chromebook to the librarian who will then deliver the Chromebook to the technology department. Any repairs that are due to misuse or intentional damage will NOT be covered by your Chromebook device coverage. A possible fee for repairs may be charged. Documentation must be submitted to Mr. Miller to determine if the device will be covered.

DEVICE COVERAGE

Parents are required to take out a district coverage plan on the Chromebook if the student plans to keep the device after graduation. This plan is done through the school. P a y m e n t can be made with cash or check. The cost of coverage is subject to change at the beginning of each school year. For the 2018-19 school year, it will be \$20.00. If parents choose not to take out the coverage, the cost to repair any damage to the device will be the responsibility of the parent.

The plan covers:

1. Accidental damage (including drops, cracked screens, liquid spills)
2. Fire/Flood
3. Vandalism (police report required)
4. Theft (police report required)
5. Power Surge due to Lightning
6. Natural Disasters
7. Mechanical Failure

Deliberate damage is **not** covered. If power cord is lost, it is a \$40.00 replacement cost; if case is damaged, lost, or vandalized, a \$20.00 replacement fee will be charged; and \$250.00 to replace a lost Chromebook.

LOSS OR THEFT

1. Students (or parents) must contact the school administrator if there is loss or theft of the Chromebook that has been issued to that student.
2. A police report is required for replacement of the Chromebook. Students who lose their Chromebook and do not have a police report will be required to pay the full replacement cost.

All Chromebooks are monitored. If a Chromebook is lost, students must report the loss immediately to the technology department so that the device can be tracked for recovery.

CHROMEBOOK USE

GENERAL USE

1. Use caution when eating or drinking near your Chromebook.
2. Cords, cables, and removable storage devices must be inserted **carefully** into the Chromebook to prevent damage.
3. Students should never carry their Chromebook while the screen is open.
4. Do not stack **any** books, heavy materials, etc. on top of the Chromebook in your locker or backpack. Anything placed on the Chromebook may cause damage.
5. Do not close the Chromebook with anything inside it (pencil, etc.). This can cause screen damage.
6. If a student is attending a school-sponsored activity (either off campus or after school), he/she should secure the Chromebook in a locker or teacher-designated area.
7. Chromebooks should not be left unattended, particularly in the cafeteria, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds.
8. Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.

CHARGING YOUR BATTERY

1. Average battery life should be 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the Technology Department for repair.
2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.
3. The charging of the Chromebooks is the responsibility of the individual student. Students who fail to keep their Chromebooks charged, may be given an alternate assignment.
4. Not keeping the Chromebook adequately charged may result in the device not working properly.

SCREEN CARE

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not place anything on it that will press against the cover.
3. Clean the screen with a soft cloth.
4. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

INSPECTION

1. Chromebooks are property of Moody ISD and are subject to inspection at any time.
2. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the Chromebook.

SCHOOL USE

1. Chromebooks are intended for use during school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, assignments, calendars, syllabi, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebooks to all classes.
2. If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebooks present.
3. If a student consistently does not bring his/her Chromebook to class, parents will be contacted.
4. If a student is assigned to DAEP, the Chromebook may be held at Moody High School until the student returns.

CHROMEBOOK MANAGEMENT

1. Only the Moody ISD student who is assigned to the Chromebook is allowed to log into that Chromebook (see AUP).
2. Moody ISD Chromebooks are managed by the domain. Any attempt to remove the management will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

MEDIA, SOUND, AND GAMES

1. All photos (including desktop background) and videos must meet District Acceptable/Responsible Use Guidelines.
2. Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges.
3. Use of media, sound, and games must be in accordance with classroom procedures.

HOME INTERNET ACCESS

1. Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access resources needed to complete school work.
2. If you have trouble connecting a Chromebook to your home network, contact your Internet provider.
3. Chromebooks are content filtered (blocked from pornography, hate, violence, most social media) **only** while at school on Moody ISD network. Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.

SAVING TO THE CHROMEBOOK

1. Student work will be saved in the student's Google Drive. Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook.
2. Files that are saved locally on the Chromebook (downloaded PDF's, for example) are only available on that Chromebook.

NETWORK CONNECTIVITY

1. Moody ISD makes no guarantee that the Moody ISD network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
2. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc.
3. Most of the Google Drive Apps can be used offline. Once a student reconnects to the Internet, the offline files will sync with the Google Drive account.

CHROMEBOOK OPERATING SYSTEM UPDATES

1. The Chromebook will update automatically every time the device is connected to the Internet.
2. If a Chromebook does not appear to be managed by Moody ISD domain, running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at the Technology Department.

PARENT/GUARDIAN RESPONSIBILITIES

1. 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.
2. Be an active participant in your child's digital life. Have them show you what sites they are navigating to, what apps they use, and what they are working on.
3. The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship:

NetSmartz: <http://www.netsmartz.org/Parents>

Common Sense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>

4. In addition to your conversations about digital citizenship, this will be part of the MISD school curriculum which will be taught to your student.

ACCEPTABLE USE GUIDELINES

Student responsibilities are outlined in the Technology Responsible Use Policy:

Responsible Use - The use of your account must be consistent with the educational objectives of the Moody Independent School District.

1. Transmission and/or access of any material in violation of any District, state, or US regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or malicious or dangerous material.
2. Users will respect the intellectual property of other users and information providers and obey copyright guidelines providing proper citation. Users will not plagiarize or use others' work.
3. The taking of unapproved videos/photos of people and events at school and/or the posting of such on any website is strictly forbidden.
4. Use of your account for commercial activities, product advertisement or political lobbying is prohibited.
5. Users will not install any personal computer programs or applications on school devices without permission.
6. Users will not attempt to uninstall any programs or apps placed on the device by tech department.
7. The use of personal electronic devices is allowed with permission during the school day.

Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette when using any system, including the Moody ISD secure, controlled email system.

1. Be polite. Do not swear, use vulgarities or any other inappropriate language. Abusive or demeaning communications are prohibited.
2. Do not reveal your personal address or phone numbers to anyone over the Internet including, but not limited to: e-mail, chat, bulletin board postings, social media sites, and forums.
3. Note that email is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Use email and other means of communications responsibly (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.).
4. Do not use electronic devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. Do not retrieve, save, or display hate-based, offensive or sexually explicit material using any MISD resources. Users are responsible for not pursuing material that could be considered offensive and should notify an adult immediately if they encounter such materials accidentally.

Security - Protecting personal information and network security are high priorities.

1. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
2. Do not use another individual's account or allow your account to be used by others. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
3. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

Vandalism - Vandalism is any malicious attempt to harm or destroy equipment, data of another user or any entity, or other networks that are connected to the Internet.

1. Internet vandalism will result in cancellation of privileges. This includes, but is not limited to: the uploading or creation of computer viruses.
2. Hardware and software vandalism will result in cancellation of privileges. This includes but is not limited to: modifying, damaging, or destroying equipment, programs, files, or settings on any computer or other technology resource.

Violation Consequences-If a violation of the Chromebook Handbook or AUP does occur, the following could be possible consequences:

1. Denial of Chromebook use
2. Suspension of computer privileges
3. Office Referral

Parent Consent/Signature Page

I have received a copy of the "Moody ISD" Chromebook Handbook, either electronically or a hard copy, and I have read and accept its contents.

Student Printed Name _____

Student Signature _____ Date _____

Parent Printed Name _____

Parent Signature _____ Date _____

*Form needs to be signed and returned to Mrs. Foster before a Chromebook will be issued.