

# MS Student Chromebook Handbook

2018-2019

## Thrall Middle School

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## THRALL ISD CHROMEBOOK 1:1 PROGRAM

The focus of the Chromebook 1:1 (1 Chromebook per student) Program in Thrall 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 Chromebook 1:1 Program for 5th-8th grade students that attend Thrall Middle 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 battery daily.
6. I will not disassemble any part of my Chromebook (keys on keyboard, etc.) or attempt any repairs.
7. **I will protect my Chromebook by only carrying it in the TISD-issued case - 7th & 8th grades only. I will not put my Chromebook in my backpack.**
8. I understand that my Chromebook is for educational use.
9. I will not deface my Chromebook or its case (no stickers, writing, engraving, etc.).
10. I will only add school-appropriate clip-on items to my Chromebook case (clip-on luggage tag, clip-on hand sanitizer, etc.) - 7th & 8th grades only.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Thrall ISD.
12. I will file a police report in case of theft or vandalism.
13. I agree to return the Chromebook, (power cord, power adapter and case-7th & 8th grades only) in good working condition at required check-ins (withdrawal from school, summer, etc.).
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 classroom procedures.

## GENERAL INFORMATION

### CHROMEBOOK CHECK-IN AND CHECK-OUT

1. Chromebooks will be distributed in August, to all 5th-8th grade students for the 2018-19 school year. Parents of 7th & 8th grade students are required to pay a \$25 Technology Fee for the Chromebook.
2. If a parent does NOT wish their student to be issued a Chromebook, he/she will need to indicate that on the Chromebook Handbook Acceptance form.
3. **WITHDRAWAL:** If a student withdraws from Thrall ISD, the Chromebook, (power cord, power adapter and case-7th & 8th grades only) must 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, (power cord, power adapter and case-7th & 8th grades only) may result in a warrant for arrest on theft charges.

### REPAIR

Chromebooks that are broken or fail to work properly must be taken by the student to Stacy Shaw, MS Administrative Assistant, as soon as possible. If the Chromebook must be sent off for repair, a temporary replacement Chromebook will be provided for the interim.

### DEVICE COVERAGE-7TH & 8TH GRADE STUDENTS

Parents of 7th & 8th grade students are required to pay a \$25 Technology Fee for the 2018-19 school year for the Chromebook since these Chromebooks go home with the students. This Fee provides insurance coverage for the Chromebook (not the case), and the insurance coverage is administered by TISD. The payment is due prior to the student receiving the device. Payment can be made with cash or check.

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. Liquid Submersion
6. Power Surge due to Lightning
7. Natural Disasters

### LOSS OR THEFT

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

## 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. **Chromebooks must be in the TISD-issued case at all times-7th & 8th grades only. Chromebooks should not be placed in backpacks.**
4. Unzip the case **completely** for opening and use of the Chromebook-7th & 8th grades only.
5. Students should never carry their Chromebook while the screen is open.
6. Do not stack **any** books, heavy materials, etc. on top of the Chromebook in your backpack or anywhere else. Anything placed on the Chromebook may cause damage.
7. Do not close the Chromebook with anything inside it (pencil, earbuds, etc.). This can cause screen damage.
8. 7th & 8th grade students need to take their Chromebooks home with them every night to charge them. Chargers should be left at home.
9. If a student is attending a school-sponsored activity (either off campus or at school), he/she should secure the Chromebook in a teacher/coach-designated area.
10. Chromebooks should not be left unattended/unsecured, particularly in the cafeteria, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds.
11. 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 into Susan Burkhardt, Technology Director, for repair.
2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.
3. 7th & 8th grade student Chromebooks must be brought to school each day fully charged. 7th & 8th grade students need to charge their Chromebooks at home each evening. 5th & 6th grade students will plug their Chromebooks in to charge on their cart at school each day. Students who do not bring their Chromebooks to class charged may be given an alternate assignment.

### SCREEN CARE

1. Do not lean on the top of the Chromebook when it is closed.
2. Clean the screen with a soft cotton or microfiber cloth. If desired, you can lightly spray the cloth with an appropriate mild screen cleaner before cleaning. Do not spray screen cleaner directly on the Chromebook screen, keyboard, etc.
3. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

## SCHOOL USE

1. 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 are responsible for bringing their Chromebooks to all classes, unless specifically instructed not to do so by their teacher.
2. If 7th & 8th grade students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebooks with them in class.
3. If a student consistently does not bring his/her Chromebook to class, normal campus disciplinary procedures will be followed and parents may be contacted.
4. If a student is assigned to an alternative campus, the Chromebook, (power cord, power adapter and case-7th & 8th grades only) should be returned to Susan Burkhardt, Technology Director, and can be issued back to the student upon his/her return to TMS.

## CHROMEBOOK MANAGEMENT

1. Only the TISD student who is assigned to the Chromebook is allowed to log into that Chromebook.
2. TISD Chromebooks are managed by the domain "thrallisd.org". Any attempt to remove the management will result in immediate disciplinary action, including, but not limited to, confiscation of the device and a loss of Chromebook privileges.

## MEDIA, SOUND, AND GAMES

1. All photos (including desktop background) and videos must meet District Acceptable Use Guidelines.
2. Media that violates Acceptable Use Guidelines (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, etc.) will result in immediate disciplinary action, including, but not limited to, confiscation of the device and a loss of Chromebook privileges.
3. Use of media, sound, and games must be in accordance with Acceptable Use Guidelines and 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 online resources needed to complete school work at home.
2. If you have trouble connecting a Chromebook to your home network, contact your Internet provider.

#### 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. Documents in Google Drive can be worked on offline (without Internet access). Once a student reconnects to the Internet, the offline files will sync with the Google Drive account.
3. Files that are saved locally on the Chromebook (downloaded PDFs, for example) are only available on that Chromebook.

#### NETWORK CONNECTIVITY

1. Thrall ISD makes no guarantee that the TISD 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.

#### INSPECTION

1. Chromebooks are the property of TISD 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.

#### 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 thrallisd.org, running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance to Susan Burkhart, Technology Director.

#### PARENT/GUARDIAN RESPONSIBILITIES

1. Parents/guardians should ensure that their child takes proper care of his/her Chromebook.
2. Talk to your child about values and the standards that your child should follow while using the Chromebook and the Internet just as you do on his/her use of all media information sources and the devices that connect him/her to the digital world.
3. Be an active participant in your child's digital life. Have him/her show you what sites he/she is navigating to, what apps he/she uses, and what he/she is working on.
4. The following resources will assist in promoting positive conversations between you and your child regarding digital citizenship:

NetSmartz: <https://www.netsmartz.org/Home>

Common Sense Media: <https://www.commonsensemedia.org/parent-concerns>

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems and networks. You will have access to countless databases libraries, and computer services through the worldwide web.

With this educational opportunity also comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help understanding them. It is your responsibility to follow the rules of appropriate use. Inappropriate use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some information that you (or your parents) may find objectionable. While the District will use filtering technology to restrict access to some material, it is impossible to absolutely prevent such access.

The following guidelines apply to all District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

You are being given access to the following technology resources:

- Grades 2-12 will be assigned an individual system user account.
- Grades Pre K-1 will have access only through the class account.
- District computer hardware, software, and printers on your school campus.
- District networks, including document storage space.
- Access to District-owned technology resources for use at home.
- District-filtered Internet access.

Students are held responsible at all times for the proper use of their account and the District may suspend and/or revoke access for violation of the agreement or board policy. Parent/Guardian permission, a signed agreement, and Internet training are required for an account to be activated.

#### Appropriate Use

- District technology resources are primarily for instructional and educational purposes. Limited personal use is allowed only if the rules in this agreement are followed and the use does not interfere with school work or disrupt the educational environment.
- If you are issued your own account and password, you must not share your account information with another person.
- You must remember that people who receive e-mail or other communication from you through your school account might think your message represents the school's point of view. You must conduct yourself online in a proper and respectful manner.
- You must always keep your personal information and the personal information of others private. This includes name, address, photographs, or any other personally identifiable or private information.
- Students will not download or sign up for any online resource or application without prior approval from their teacher or other District administrator.
- Students will not download or open links sent to them from individuals who they do not know, or that looks suspicious or may contain inappropriate content.
- When communicating through e-mail or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.



- You must be sure to acknowledge the work and ideas of others when you reference them in your own work. Do not post the work of others without providing proper credit for such use or receiving prior permission from a teacher or administrator.
- You must immediately report any suspicious behavior or other misuse of technology to your teacher or other campus administrator.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules. Your account is not private and the District may access and search your account as needed.

#### INAPPROPRIATE USES

The following are examples of inappropriate uses of technology resources that may result in loss of privileges or disciplinary action:

- Using the resources for any illegal purpose, including threatening school safety or threatening the safety of others.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable or bypass any Internet filtering device.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting."
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting personal information about yourself or others, such as addresses, phone numbers, or photographs, without permission, or responding to requests for personally identifiable information or contact from unknown individuals.
- Making appointments to meet in person people met online. If a request for such a meeting is received, it should be immediately reported to a teacher or administrator.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through the improper use of the District's technology resources, including sending spam.
- Downloading unauthorized applications, software, or any other material or gaining unauthorized access to restricted information or resources.
- Bypassing District firewalls or internet filters, or attempting to bypass such protections.

## REPORTING VIOLATIONS

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or responsible use guidelines to a supervising teacher or the technology coordinator.
- You must report to a supervising teacher or the technology coordinator any requests for personally identifiable information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Consequences for Inappropriate Use
- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary action, in accordance with the Student Code of Conduct and applicable laws.

The principal will be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system at the campus level. S/he will insure that all student users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. Parents/guardians of the student must also complete and sign a permission form for their child's use of the system. All such agreements will be maintained on file in the principal's office. The principal is authorized to monitor and/or examine all system activities, as deemed appropriate to ensure proper use of the system.

**\*\*The ACCEPTABLE USE OF THRALL ISD TECHNOLOGY RESOURCES agreement must be renewed each academic year with student and parent signatures. After 10 days it will be understood that you agree to the terms of the agreement.\*\***