



# Bridgeport

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INDEPENDENT SCHOOL DISTRICT

**Bridgeport Elementary / Intermediate School  
1-to-1 Chromebook Program Handbook  
Fall 2018**

# Table of Contents

<b>1. DEVICE PURPOSE</b>	<b>2</b>
<b>2. DISTRICT OWNED CHROMEBOOKS</b>	<b>2</b>
<b>3. TAKING CARE OF YOUR CHROMEBOOK</b>	<b>2</b>
3.1 General Expectations	2
3.3 Screen Care	3
<b>4. USING YOUR CHROMEBOOK AT SCHOOL</b>	<b>3</b>
4.1 Chromebooks Undergoing Repair	3
4.3 Backgrounds & Password	3
4.4 Sound	3
4.5 Account Access	4
<b>5. MANAGING AND SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK</b>	<b>4</b>
<b>6. OPERATING SYSTEM ON YOUR CHROMEBOOK</b>	<b>4</b>
6.1 Updating your Chromebook	4
6.2 Virus Protections & Additional Software	4
6.3 Procedures for Restoring your Chromebook	4
<b>7. RESPONSIBLE USE GUIDELINES</b>	<b>4</b>
7.1 General Guidelines	4
7.2 Privacy and Safety	5
7.3 Legal Propriety	6
7.4 E-Mail & Chat Rooms	6
7.5 Consequences	6
<b>8. PROTECTING AND STORING YOUR CHROMEBOOK</b>	<b>6</b>
8.1 Chromebook Identification	6
8.2 Account Security	7
8.3 Storing Your Laptop	7
8.4 Laptops Left in Unsupervised Areas	7
<b>9. REPAIRING OR REPLACING YOUR CHROMEBOOK</b>	<b>7</b>
9.1 Chromebook Repair Costs and Insurance	7
<b>10. CHROMEBOOK TECHNICAL SUPPORT</b>	<b>7</b>
<b>11. CHROMEBOOK FAQ'S</b>	<b>8</b>

One of Bridgeport Independent School District's strategic design goals is to focus on 21st Century learning through the use of digital devices. Our learners will utilize a variety of multimedia tools for learning and communicating; and they will develop the ability to differentiate and apply appropriate social and professional communication skills.

## 1. DEVICE PURPOSE

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The Bridgeport Independent School district is supplying the students, in grades K-5, a Chromebook device, which will remain at school. This device is property of Bridgeport ISD. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to G Suite for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

## 2. DISTRICT OWNED CHROMEBOOKS

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Chromebooks will be provided at the beginning of each school year to students in grades K-5. Parents/Guardians must sign and return the Bridgeport Chromebook Agreement document before the Chromebook can be provided to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for Bridgeport ISD.

***There will be a Chromebook usage/insurance fee of \$20.00.*** This fee will be used to help offset the maintenance and repair fees of the Chromebook deployment. The fee would cover a single damage claim on a device. Subsequent claims would be subject to a deductible. See Section 9.

## 3. TAKING CARE OF YOUR CHROMEBOOK

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Students are responsible for the general care of the Chromebook they have been provided by the school. Chromebooks that are broken or fail to work properly must be taken to the Campus iHelp Room as soon as possible so that they can be taken care of properly.

### 3.1 General Expectations

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cable, and removable storage devices must be inserted and removed carefully into the Chromebook.
- ***Students should NEVER carry their Chromebooks while the screen is open.***
- Chromebooks must remain free of any writing, drawing, carving, stickers, or labels that are not approved by Bridgeport ISD.
- Chromebooks must never be left in any unsupervised area.
- If your device is in need of repair, please bring it to the Campus Help Desk as soon as possible.

### 3.2 Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

### 3.3 Screen Care

***The Chromebook screens can be easily damaged!*** The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure 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 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 fingers).
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth.

## 4. USING YOUR CHROMEBOOK AT SCHOOL

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### 4.1 Chromebooks Undergoing Repair

- Loaner Chromebooks will be issued to students when they leave their Chromebook for repair by the Technology Department, if needed.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Students will pay full replacement cost if it's lost or stolen.

### 4.2 Charging Your Chromebook

- Students need to charge their Chromebooks each evening in their respective storage cart.

### 4.3 Backgrounds & Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures, will result in disciplinary actions.
- Take care to protect your password. Do not share your password. It is also recommended to sign out of your device while storing.

### 4.4 Sound

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.

### 4.5 Account Access

- Students will only be able to login using their bridgeportisd.net account.

## 5. MANAGING AND SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

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- G Suite for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, as well as your other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook or computing device, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, students who would like to save any work need to use Google Takeout to transfer any work to a personal gmail account.
- If your device needs repairs, it may require a reload of the operating system which will delete all locally stored files on your Chromebook. Be sure to re-save all files in Google Drive.

## 6. OPERATING SYSTEM ON YOUR CHROMEBOOK

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### 6.1 Updating your Chromebook

When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming install, updates, or re-imaging.

### 6.2 Virus Protections & Additional Software

With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. All files should be stored in Google drive, so there's no need to worry about lost homework.

### 6.3 Procedures for Restoring your Chromebook

If your Chromebook needs technical support for the operating system, all support will be handled by the Campus Help Desk and the Technology Department.

## 7. RESPONSIBLE USE GUIDELINES

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### 7.1 General Guidelines

- [Acceptable Use Policy](#)
- Students will have access to all available forms of electronic media and communication which is in support of education and research as well as supporting the educational goals and objectives of Bridgeport ISD.
- Students are responsible for their ethical and educational use of the technology resources of Bridgeport ISD.

- Access to Bridgeport ISD technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the [Acceptable Use Policy](#).
- Transmission of any material that is in violation of any federal or state law is prohibited. This included, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Users may not attempt to gain unauthorized access to restricted systems, websites, or resources.
- Cyber bullying will not be tolerated and appropriate disciplinary action will be taken immediately by campus principal.

## 7.2 Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of Bridgeport ISD.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct. This is not a request -- it is a responsibility.
- Users are expected to abide by the generally accepted rules of network and internet etiquette. These rules include (but are not limited to) the following:
  - **BE POLITE:** Never send or encourage others to send abusive messages or posts. Never take or post photos, videos, or audio recordings of others without their prior permission.
  - **BE APPROPRIATE:** Remember that you are a representative of our school and District. Swearing, vulgarity, ethnic or racial slurs, sexual innuendos, and any other inflammatory language is prohibited. Transmitting or receiving obscene messages or pictures is prohibited.
  - **BE HONEST:** Pretending to be someone else when sending/receiving messages is prohibited. Respect the copyright of others' words, images, etc.
  - **BE SAFE:** Do not distribute personal information about yourself or others online. Additionally, students should not agree to meet someone they meet online without parental knowledge or participation.
  - **DISRUPTIONS:** Using the network in such a way that will disrupt the use of the network by other users is prohibited. Additionally, users should not engage in digital activities that will disrupt the learning environment of others.

### **7.3 Legal Propriety**

- Comply with trademark and copyright laws along with 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 Bridgeport ISD Student 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 severe disciplinary penalties. Violation of applicable state or federal law including the Texas Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District.

### **7.4 E-Mail & Chat Rooms**

- Students in grades 3-5 will be provided email accounts.
  - E-mails and documents on school-owned equipment are part of the public domain and are NOT private and ARE subject to inspection by the school at any time.
  - Always use appropriate language in your communication.
  - Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
  - Do not send mass emails, chain letters, or spam.
  - Email & communications sent/received should be related to educational needs.
  - Student email will be filtered using Gaggle.
  - For the protection of students, emails can only be sent to and received from persons within the district.

### **7.5 Consequences**

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use. This means if someone else uses your computer to break the rules, you are still responsible.
- Non-compliance with the policies of this document or the Technology Responsible Use Policy will result in disciplinary action as outlined in the Student Code of Conduct.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated District staff to ensure appropriate use.
- The District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.
- The Texas Open Records Act governs contents of email and network communications. Proper authorities will be given access to their content.

## 8. PROTECTING AND STORING YOUR CHROMEBOOK

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### 8.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Labels are NOT to be intentionally removed from the Laptops. Laptops can be identified in the following ways:

- Record of district asset tag and serial number
- Individual User account name and password

### 8.2 Account Security

Students are required to use their bridgeportisd.net domain user ID and password. Students are expected to keep their password confidential. Remember that if someone logs into your Chromebook and breaks the Responsible Use Policy, you are still responsible for all inappropriate items found on your Chromebook. It is in your best interest to keep your password secure.

### 8.3 Storing Your Laptop

Chromebooks will be stored in designated carts located inside classrooms. It is the student's responsibility to insure that the device is charging properly while being stored in assigned carts.

### 8.4 Laptops Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, computer lab, and hallways. Any Chromebook left in these areas is in danger of being stolen. If an unsupervised Chromebook is found, notify a staff member immediately. Unsupervised Laptops will be confiscated by staff. If a Laptop is found unsupervised, disciplinary action may also be taken for leaving your Chromebook in an unsupervised location.

## 9. REPAIRING OR REPLACING YOUR CHROMEBOOK

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### 9.1 Chromebook Repair Costs and Insurance

The devices will be insured by Bridgeport ISD. Students will have a deductible for each repair that is not covered by manufacturer's warranty, if the usage fee was collected.

Deductible - If usage fee was paid:

- Student's family is responsible for the cost of the deductible.
  - 1st claim is covered by the usage/insurance fee
  - 2nd claim - 25% of the cost of the repair
  - 3rd claim - 50% of the cost of the repair
  - 4th claim - 100% of the cost of the repair
- The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device.

\*\*If usage fee was not paid, the student's family is responsible for 100% of all repairs.



## 10. CHROMEBOOK TECHNICAL SUPPORT

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Technical support will be available in the Campus Help Desk and Technology Department. The Technology Department coordinates the repair work for Chromebooks. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Coordination of warranty repairs
- Distribution of loaner Chromebooks

## 11. CHROMEBOOK FAQ'S

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### **Q. What is a Chromebook?**

A. "Chromebooks are laptops that run the Chrome Operating System (OS), give you all-day battery, and harness the power of the Web. Many different companies manufacture Chromebooks, with various configurations, sizes, and features such as touch screens." - Google

### **Q. What kind of software does a Chromebook run?**

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." - Google

### **Q. How are these web-based applications managed?**

A. Each Chromebook we provide to students will be a managed device. Members of Bridgeport Independent School District's Information & Instructional Technology Department will maintain devices through our G Suite for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

### **Q. Do Chromebooks come with Internet Filtering Software?**

A. No. Chromebooks do not come with internet filtering software. However, while in district Chromebooks will use the School's Wi-Fi to access the internet with is filtered.

### **Q. Is there antivirus built into the Chromebooks?**

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

### **Q. Battery life?**

A. Chromebooks have a rated battery life of 6.5 hours, based on typical usage. However, we do expect that students charge them in their assigned storage carts to ensure maximum performance during the school day.