



# **Llano ISD**

## **Personalized Learning Initiative**

### **Chromebook Procedures and Information**

Llano ISD recognizes that technology plays an important role in delivering quality instruction and learning opportunities. Students graduating from the Llano ISD will possess the knowledge, skills, and attitudes necessary to succeed in a complex, global, information-based society.

The mission of the Personalized Learning Initiative program in Llano ISD is to create a collaborative learning environment for all learners. This environment will enable and support teachers in implementing transformative uses of technology while building students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The Personalized Learning Initiative will enhance classroom environments by implementing high-quality instruction, assessment, and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from an director of learning to a facilitator of learning. The Board of Education, district staff, and community members will all play a key role in the development of effective and high quality educational experiences.

## **Device Purpose**

LISD is supplying all students' grades 6-12 with a Chromebook device. This device is the property of the LISD. The device will provide each student access to required educational materials needed to be successful. The Chromebook allows student access to TxConnect, Google Apps for Education, as well as many other educational web-based tools. The supplied device is an educational tool and is not intended for social gaming or high-end computing.

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The policies, procedures, and information within this document apply to all Chromebooks used at LISD by students, staff, or guests including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

## **1. RECEIVING YOUR CHROMEBOOK:**

### **1a: District Owned/Issued Chromebooks**

- Chromebooks will be distributed each fall during the first week of school. Parents/Guardians and students **MUST** sign and return the LISD Chromebook Agreement document before the Chromebook can be issued to their child. These guidelines outline the procedures and policies for families to protect the Chromebook investment for Llano Independent School District. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at LISD.

### **1b: Probationary Student Privileges**

- To protect the assets of LISD, identified students will be required to turn in their Chromebooks to the Library at the end of each day for a period of two weeks unless otherwise specified in the Acceptable Use Policy (7540.03). The Library will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis. Students who can be classified as as probationary are the following:
  - All newly arriving students to the district (Students who were not enrolled in LISD at the end of the previous semester.)
  - Students with poor attendance records (Students who have 10 absences in 3 or more class periods during the present or previous semester.)
  - Students having 3 or more major behavior referrals.
  - Students who have violated the Acceptable Use Policy (7540.03) during the current or previous semester.

## **2. RETURNING YOUR CHROMEBOOK:**

All district owned Chromebooks must be returned following the guidelines posted in respective buildings.

- Chromebooks will be collected each spring during final two weeks of school.
- Students leaving the District must return district owned Chromebooks to an adult at the Library.
- **Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.**
- Prior to leaving the district or graduating, students who want to save any work need to use a flash drive to transfer their work.

## **3. TAKING CARE OF YOUR CHROMEBOOK:**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Library as soon as possible so that they can be taken care of properly. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

### **3a: General Precautions**

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case while plugged in.
- Students should never carry their Chromebooks while the screen is open.

- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of LISD. Spot check for compliance will be done by administration or LISD Technicians at any time.

- Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the LISD acceptable use policy (7540.03).

- Vents CANNOT be covered.

- Chromebooks must have a KASD asset tag on them at all times and this tag must not be removed or altered in any way. If tag is removed, a \$5.00 charge will be assessed.

- Chromebooks should never be left in a car or any unsupervised area.

- Chromebooks must be stored in locked hallway lockers during gym class.

- Students are responsible for bringing completely charged Chromebooks for use each school day.

### **3b: 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 lid closed.

- Case use is required.

### **3c: 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 store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- 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).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.
- If repairs are needed, they will be performed at the Library and the cost of the repairs will be the responsibility of the student. Optional insurance may be purchased on a yearly basis.

## **4. USING YOUR CHROMEBOOK AT SCHOOL**

- Chromebooks are intended for use at school each day.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

#### **4a: Chromebooks left at home**

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school at the discretion of the classroom instructor.
  - If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from the Library if one is available.
  - Repeat violations of this policy will result in students not being able to check out a replacement and possible disciplinary action.

#### **4b: Charging your Chromebook**

- **Chromebooks must be brought to school each day fully charged.**
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will possibly result in disciplinary action.

#### **4c: Backgrounds and Password**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
  - Take care to protect your password. Do not share your password.

#### **4d: Sound**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
  - Headphones may be used at the discretion of the teacher.

#### **4f: Account Access**



- Students will only be able to login using their school provided e-mail account.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

## **5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**

- Google Apps 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, collaborate in real time with other people, and store your documents, as well as your other files, in the **Google Cloud**.

- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are, but offline access must be enabled first in order to access files without a wireless connection.

- All items will be stored online in the Google Cloud environment.

## **6. OPERATING SYSTEM ON YOUR CHROMEBOOK**

### **6a: Updating your Chromebook**

- Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use.

- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS). The Chrome OS will automatically install updates when the computer is shutdown and restarted.

- From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school.

- Students are able to install software on their Chromebook as long as it meets the LISD Acceptable Use Policy (7540.03).

- District software takes priority, personalized software will need to be discarded if space is required.

### **6b: Virus Protections & Additional Software**

- Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.

### **6c: Procedures for Restoring your Chromebook**

- If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed within 5 minutes, the Chromebook will be restored to factory defaults.

- Restoring the Chrome OS will restore the device to the state in which the user originally received it.

- All student created files stored on an external USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact.

- All other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.

- If your Chromebook needs technical support for the operating system, all support will be handled by the Library.

## **7. ACCEPTABLE USE GUIDELINES**

### **7a: General Guidelines**

- Students will have access to all available forms of electronic media and communication that support individual education and research goals, also support the educational goals and objectives of the LISD School District.
  - Students are responsible for their ethical and educational use of the technology resources of LISD.
    - Access to LISD technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy (7540.03) and all district policies and administrative guidelines.
    - Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: 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, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.

### **7b: Privacy and Safety**

- Do not go into chat rooms 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 of other people.
  - Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Llano ISD.

- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.
- Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

### **7c: Legal Property**

- 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 student handbook. 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 discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

### **7d: E-mail Electronic Communication**

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others
- Do not send mass e-mails, chain letters, or spam.
  - E-mail & communications sent / received should be related to educational needs.
  - E-mail & communications are subject to inspection by the school at any time.

## 7e: 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.
- Non-compliance with the policies of this document and all district policies and administrative guidelines will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

## 7f: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school; please refer to the care section.
- Transport your Chromebook in a school issued case.
- School district supplied filtering will be provided for use with devices outside of school district buildings.

## 8. PROTECTING & STORING YOUR CHROMEBOOK

### 8a: Chromebook Identification

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and LISD asset tag

- Individual's Google account username

**Under no circumstances are students to modify, remove, or destroy identification labels. Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at LISD. Take good care of it!**

### **8b: Account Security**

- Students are required to use their LISD e-mail which is their id #@students.llanoisd.org and password to protect their accounts and are required to keep that password confidential.

### **8c: Storing Your Chromebook**

- When students are not using their Chromebook, they should store them in their backpack and or locked locker.

- Nothing should be placed on top of the Chromebook, when stored in the locker.

- Students need to take their Chromebooks home every day after school, regardless of whether or not they are needed.

- The Chromebook should be charged fully each night at the student's home.

- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

- Students are responsible for securely storing their Chromebook during extra-curricular events.

### **8d: Chromebooks left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in an unsupervised area.

- Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms,

hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

- Any Chromebook left in these areas is in danger of being stolen.

## **9. REPAIRING/REPLACING YOUR CHROMEBOOK**

### **9a: Accidental Damage or Loss Protection**

● LISD recommends the purchase of optional insurance prior to the deployment of the Chromebook to your child. Please refer to the Optional Insurance Form.

- The LISD School District will be the sole provider of this insurance.
- The LISD School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution.
- A student making a false report will also be subject to disciplinary action.
- This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. LISD will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental.
- Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

### **9b: Chromebooks Undergoing Repair**

- Loaner Chromebooks, if available, may be issued to students when they leave their Chromebook for repair at the Library.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Students will pay full replacement cost if the device is lost or stolen.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

- Students/Parents will be charged for Chromebook damage that is a result of misuse or abusive handling, even if it is a result of accidental damage. Parents will be billed for parts and labor.

### **9c: Lost or Intentionally Damaged Device and Accessories**

- A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the Student/Parent involved in the loss of property.

- The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Chromebook - \$340
- AC Adapter - \$65
- Screen Replacement - \$100
- Keyboard - \$60

## **10. CHROMEBOOK TECHNICAL SUPPORT**

The Library will be the first point of contact for repair of the Chromebooks. Services provided by the Library include:

- Distribution of loaner Chromebooks
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates





# LISD Chromebook Policy Acceptance Form

**By signing below, I acknowledge that I have read, understand and agree to abide by the terms set forth in the Student Pledge for Chromebooks.**

Student first & last name printed: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent first & last name printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing below, I acknowledge that I have read, understand and agree to abide by the terms set forth in the Chromebook Procedures and Instructions.**

Student first & last name printed: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent first & last name printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_