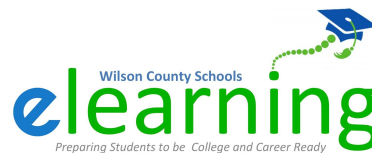


# Middle School Student Chromebook Handbook & Acceptable Use Procedures (AUP)



## Instructional Focus

Wilson County Schools believes that every student deserves the opportunity to better themselves through education. By providing devices for middle school students, we are making sure that each child has every opportunity to do this. Using devices creates an environment where we can truly start to differentiate instruction for everyone. Differentiated learning will focus on individual strengths, offer opportunities for more student choice within the classroom environment, and increase student engagement.

## General Information

Student use of the Chromebook falls under the guidelines of the District's Acceptable Use Policy for technology (see District website) and the school level Chromebook discipline procedures (see page 4). Access to the Internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the Chromebook. All applications, activity, and documents stored on the Chromebook are the property of Wilson County Schools and subject to regular review and monitoring.

Students will be given a Chromebook and charger.

### *Students should:*

- Bring your Chromebook fully charged to school everyday.
- Keep your Chromebook with you or in a secured (locked) area at all times.
- Report loss or theft immediately.
- Remember that your Chromebook is for educational purposes.
- Follow the WCS Acceptable Use Policy at all times.
- Log into Chromebook with their school email address only.

### *Students should not:*

- Modify the Chromebook in any way other than instructed by teachers or administration.
- Use another student's Chromebook.
- Apply any permanent marks, decorations, or modifications to the Chromebook.
- Log into Chromebook with a personal email address.
- Use Chromebooks to charge other devices.

Failure to comply with these guidelines will be treated as failure to comply with the District's Acceptable Use Policy and will be dealt with as specified in the District's discipline code.

## Using the Chromebook

Use of the Chromebook will require a few necessary tasks to keep the device performing well.

- Clean the screen only with approved cleaning towels, no chemicals.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Charge the Chromebook only with the included charger, using a standard wall outlet for your power source.
- Document any software/hardware issues to your technology admin as soon as possible.
- Keep the Chromebook in a well protected temperature controlled environment when not in use.

## Damage, Replacement and Reporting Technical Issues

Any errors or problems with the Chromebook should be reported as soon as possible to your instructional technology facilitator or media coordinator so it can be addressed in a timely manner. Damage due to negligence as well as loss or theft of a device will result in the student assuming the financial responsibility based on the current market value.

## Technology User Fee

In order for students to receive their Chromebook, they will need to pay the yearly non-refundable technology user fee. The fees are as follows:

<b>Full Paid Lunch Student Fee</b>	<b>\$30</b>
<b>Reduced Lunch Student Fee</b>	<b>\$25</b>
<b>Free Lunch Student Fee</b>	<b>\$20</b>

The above technology user fees will not be prorated for students joining Wilson County Schools after the first day of school. In the event that a student leaves Wilson County Schools, the fee will not be returned. If a student moves from one school to another, the technology fee paid will transfer.

## Damage Fees

*All prices include taxes and shipping. These prices are current at the time of this printing and are subject to change.*

In the event of physical damage or neglect to a device, damage charges will be assigned to the student in order to purchase repair parts. Once repairs have been paid, a loaner device will be provided, if available, for temporary use until the student's device has been repaired. If a student moves from one school to another, any unpaid damage fees will transfer. Students are paying only for parts needed for the physical damage to their device. There are no labor charges involved. The current repair fee for parts or replacement are as follows:

## Repair Costs:

<b>Screen Replacement</b>	<b>\$58.00</b>	<b>Total Replacement Cost is Based on Chromebook Model:</b>
<b>Charger</b>	<b>\$35.00</b>	
<b>Top Cover/Keyboard</b>	<b>\$60.00</b>	<b>G2/G4 - \$180</b>
<b>Display Back Cover</b>	<b>\$44.00</b>	<b>G5 - \$219</b>
<b>Bottom Base</b>	<b>\$40.00</b>	<b>G6 - \$286</b>
<b>Screen Bezel</b>	<b>\$29.00</b>	
<b>Chromebook Case</b>	<b>\$17.00</b>	

## Loaner Devices

Students who receive a loaner device for use during the school day are responsible for adhering to the policies as outlined in this document, including modification, use, and damage/replacement policies.

## Google Apps for Education

Wilson County Schools will be utilizing Google Apps for Education. Each student will have an account with Google that will enable them to collaborate, create, edit and share files. Students in grades 6-12 will have an active email that will allow them to communicate with others.

In addition, in accordance with the state and district's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications to meet other educational goals. Teachers will determine which apps outside of the Google domain will be used in the classroom and they will seek parental consent prior to use. Contact your child's teacher for additional information concerning third party websites.

## Digital Citizenship

Each student is required to receive instruction in Copyright and Internet safety. This training is completed at each school by October 7th. For more information about digital citizenship and how to keep your student safe, please visit [commonsensemedia.org](http://commonsensemedia.org) and [netsmartz.org](http://netsmartz.org).

## Chromebook Discipline Guidelines

The use of the Chromebooks as a technology resource is a privilege, not a right. This document is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Chromebooks. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to this technology resource may be denied, and the appropriate disciplinary action shall be applied.

### **Students are solely responsible for the Chromebooks issued to them, including loaner devices, and must adhere to the following:**

- Bring your Chromebook to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. If a student's Chromebook is not charged properly they will not be given a loaner to use for the day unless there are unusual circumstances that created the situation.
- Comply with teacher instructions.
- Stay on task.
- Only visit appropriate sites.
  - Streaming Movies, TV, Video, and Music Sites are prohibited.
  - Viewing obscene/pornographic material is prohibited.
  - Video/Picture/Text Messaging Sites are prohibited.
  - Non-Educational Online Gaming Sites are prohibited.
- Interact in a positive manner using Internet etiquette.
- "Cyberbullying" is prohibited. (Cyberbullying includes tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting another student using a digital device.)
- Gaining access to other student's accounts, files, or password sharing is prohibited.
- Using the device for the purpose of cheating is prohibited.
- Respect school property and the property of others.
- Sharing devices with others is prohibited. It is the owner of the device's responsibility for any damages occurred including theft or loss of the device.

### **Consequences:**

Failure to comply to the above expected behaviors will result in the following:

#### Level 1:

- Warning (verbal or written).

#### Level 2:

- Loss of device for a specific period of time or for the class period. Device may be confiscated by teachers/administration for violation of policies at anytime.

#### Level 3:

- Office Referral / Loss of Chromebook privileges for a length of time determined by the administration. Suspension of Chromebook, and other consequences may occur as determined by the administration.

**\*Discipline consequences may vary depending on the severity of the offense.**

**Student District Chromebook User Agreement**

STUDENT

I understand and will abide by the above Chromebook agreement in conjunction with WCS' Acceptable Use Policy Board Policy 5451. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. I understand that loss, theft or damage of my assigned Chromebook is my responsibility as well as any neglect toward the Chromebook. If I leave or withdraw from my school, I am responsible for returning the Chromebook to the school media center to avoid any possible charges.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

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

Parent Name: \_\_\_\_\_

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

Middle School: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Grade Level: \_\_\_\_\_

**Technology User Fee - See page 2 to determine appropriate fee and check below.**

\_\_\_ \$20

\_\_\_ \$25

\_\_\_ \$30