

1-1 Initiative Handbook

Your reference guide to our policies.



COLMESNEIL ISD

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Chromebook Handbook

In an effort to provide our students and teachers with the tools they need to prepare for the 21st-century, Colmesneil ISD has implemented a one-to-one Chromebook initiative for students in the seventh-twelfth grade. In addition, forms are included that must be signed by the parent and student before a Chromebook will be issued.



1. Mobile Device Specification

The Mobile Device selected for use by COLMESNEIL ISD is the Samsung Chromebook.



2. Issuing of Chromebooks

Chromebooks will be distributed during the 2013-2014 school year and the exact date has yet to be determined. Parents and students must sign and return the Chromebook User Agreement before students are issued their assigned Chromebook.

3. Taking Care of Your Chromebook

Students are responsible for the care of the Chromebook they have been issued by the school. **Siblings and friends should not have use of the Chromebook.** Chromebooks that are broken or fail to work properly must be taken to the Technology Department. **Never try to repair the Chromebook yourself or have someone outside the district work on it, as this could void our warranty and cause you to incur additional charges. Bring us the Chromebook as soon as possible if needed for repairs.**

3.1 GENERAL PRECAUTIONS

- No food or drink is allowed next to your Chromebook
- Power/Synching cords must be **inserted and removed carefully.**
- Chromebooks should be put to sleep when not in use to conserve battery life.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of CISD.
- Chromebooks must never be left unsupervised **ANYWHERE.**

3.2 CARRYING THE CHROMEBOOK

A protective case with sufficient padding should be purchased to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The following guidelines should be followed:

- The Chromebook should always be inside a protective carrying case when being transported.
- The Chromebook should be carried by hand to and from classes (not in a backpack).

3.3 SCREEN CARE

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage please adhere to the following rules:

- Do not lean on the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in-between the keyboard and screen when the Chromebook is shut.
- Clean the screen only with a soft, dry cloth (preferably a micro fiber cloth).
- **Do not** use Windex or other harsh chemicals to clean the screen.

4. Using your Chromebook at School

Chromebooks are intended to be used at school each day. In addition to teacher expectations for Chromebook use, school messages and emails, announcements, calendars, schedules, and grades will be accessed using the Chromebook device. Students will utilize the Chromebooks when only instructed by their teacher.

4.1 CHROMEBOOKS LEFT AT HOME

If students leave their Chromebooks at home, they must immediately phone parents to bring it to school. Repeated violations of this policy may result in loss of take-home privileges or other disciplinary action.

4.2 SCREENSAVERS AND BACKGROUNDS

Inappropriate media may not be used as a screensaver or background on your device. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang related symbols or pictures will result in disciplinary actions.

4.3 SOUND

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

5. Managing Files and Saving Work

Students will use Google Drive to save their work. Each classroom teacher will instruct their class how to submit their work. Chromebooks do not have the capability to save work to the actual device.

6. Apps

6.1 ORIGINALLY INSTALLED APPS

The apps originally installed by CISD must remain on the Chromebook in usable condition and easily accessible at all times. From time to time the school may add apps for use in a particular class.

6.2 APP UPDATES

Updates of licensed apps are available and necessary from time to time. **Students will be required to keep the apps up to date. They are also not to log off of their school Google account at any point in time.**

6.3 CHROMEBOOK UPDATES

Students are NOT to update ChromeOS without permission. This update is found in the settings. When a new ChromeOS becomes available, the new ChromeOS will be pushed out to each device by the Technology Department.

7. Inspection

Students may be selected at random to provide their Chromebook for inspection to check for restricted images, settings, etc.

8. Restoring the Chromebook

Occasionally, it will be necessary to restore a Chromebook. It may be required in order to repair software or hardware issues, or to remove inappropriate content from a device.

9. Acceptable Use

9.1 GENERAL GUIDELINES

- Students will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of Colmesneil ISD.
- Students are responsible for their ethical and educational use of the technology resources of CISD.
- Access to CISD technology resources is a privilege and not a right.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and device viruses.

- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Cyber Bullying will not be tolerated and appropriate disciplinary action will be taken immediately by the campus principal.
- Filming of students and/or teachers without their permission is unacceptable and appropriate disciplinary action will be taken immediately by the campus principal.
- In addition, all of the standard school district AEP rules apply here as well.

9.2 PRIVACY AND SAFETY

- Chat rooms and chain letters are prohibited
- Do not open, use or change device 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.
- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, you must 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 Agreement or Student Code of Conduct. This is not a request – it is a responsibility.
- Student use of the Internet on the schools network is filtered per local policy, state and federal requirements. **Otherwise, parents are responsible for monitoring internet content.**

9.3 LEGAL PROPRIETY

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 CISD 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.

9.4 E-MAIL

At school, students are to use the school-safe e-mail accounts provided by CISD. If you choose to also use a different e-mail account from your device:

- E-mails and documents on school-owned equipment are part of the public domain, NOT private and ARE subject to inspection.
- Always use appropriate language.

- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Students should maintain high integrity with regard to e-mail content.

9.5 HOME USAGE

Colmesneil ISD is not responsible to filter any internet content or applications when off campus. Parents / Guardians will have the responsibility at home to ensure safe use of this device when away from school. The school is not responsible legally, financially, or morally for any abuse of the device suffered when off campus.

9.6 CONSEQUENCES

The student in whose name a device is issued will be responsible at all times for its appropriate use. This means if someone else uses your device to break the rules, you are still responsible. Non-compliance with the policies of the Chromebook Handbook and Technology Acceptable Use Agreement will result in disciplinary action as outlined in the Student Code of Conduct. Electronic mail, network usage, and all stored files shall not be confidential and may be monitored at any time as designated by District staff members to ensure appropriate use. The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of device crime laws. The Texas Open Records Act governs contents of e-mail and network communications.

10. Protecting and Storing Your Chromebook

10.1 CHROMEBOOK IDENTIFICATION

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

- Record of serial number
- CISD label

10.2 STORING YOUR CHROMEBOOK

When students are not using Chromebooks, they should be stored in their backpack, locked locker, or other designated area. Chromebooks should never be left in a vehicle (locked or not) anywhere. They are an attractive target for thieves.

10.3 CHROMEBOOKS LEFT IN UNSUPERVISED AREAS

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, hallways, library, and unlocked classrooms. Any device left in these areas is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the office or Technology Department. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

11. Repairing or Replacing Your Chromebook

11.1 SAMSUNG WARRANTY

Samsung warrants the Chromebooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the Chromebook or replace it. **The Samsung warranty does not warrant against damage caused by misuse, abuse, accidents, or device viruses.**

11.2 DAMAGE CLAIMS

All damage claims must be reported to the Technology Department. Fraudulent reporting of theft or accidental damage by fire will be turned over to the sheriff's department and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct. The District will work with law enforcement agencies to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

11.3 INSURANCE COVERAGE

Our insurance covers quite a few things that the Samsung warranty does not cover: The insurance can have all the following covered with \$0 deductible:

- Accidental Damage (including drops/cracked screens/liquid spills)
- Liquid Submersion
- Theft (a police report must be filed for theft)
- Fire/Flood Damage
- Vandalism
- Natural Disasters
- Power Surge Due to Lightning

11.4 LOSS OF REPLACEMENT COMPUTER/PARTS

If a student loses or destroys any of the following components, they will be charged full replacement costs for those items. Loss or deliberate damage is not covered by insurance. Currently those prices are as follows:

- Power module/cord - \$40
- Chromebook - \$240

12. Chromebook Technical Support

The Technology Department coordinates all aspects of technical support for the Chromebooks.

13. Chromebook Consequences

Off Task / Not Following Procedure

1. Student Conference
2. 5 days withdrawal of privileges
3. 10 days withdrawal of privileges
4. 30 days withdrawal of privileges

Chromebook Abuse

1. Removal for a week/Works on computer
2. Removal for 30 days/Works on computer
3. Removal for 9 weeks/Works on computer
4. Indefinite removal/Works on computer

Chromebook Breakage

1. Student conference/Works on computer
2. 9 week withdrawal of privileges/Works on computer
3. Withdrawal privileges for a semester/Works on computer

**Colmesneil High School 2013-2014
Parent Chromebook User Agreement**

Colmesneil High School has initiated a 1:1 Chromebook program for students and teachers in an effort to embrace 21st Century Skills. Some of our goals for students include:

- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.
- To prepare students for a 21st Century environment.

Acceptable Use

Student use of the Chromebook falls under the CISD Student Handbook. While at school, Internet and Chromebook use will be monitored through district level management software. Anyone found violating acceptable use will be subject to disciplinary actions.

Parent or Guardian Agreement

- I understand that this Chromebook is designated for educational purposes and therefore my child's actions may cause for the removal of his/her Chromebook privileges.
- I assume financial responsibility should my child be deemed responsible for a lost Chromebook or charger. (Broken Chromebooks and theft is covered by CISD Chromebook Insurance)
- I understand that the Chromebooks are district owned devices and all content stored on the Chromebook is subject to review at any time.

As the parent or guardian of this student, I have read and agree to the guidelines in the Chromebook Handbook.

Parent or Guardian's Printed Name

Parent or Guardian's Printed Signature

Date

Student's Name

Grade