

# Walkerville Public Schools

## Chromebook/Tablet Policy and Handbook

The policies, procedures, and information within this document apply to all Chromebooks and tablets used at Walkerville Public Schools 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/tablet use in their classroom.



## Receiving Your Chromebook/Tablet:

Chromebook will be distributed each fall during the first week of school. ***Parents & Students must sign and return the Chromebook/tablet Policy Signature and Student Pledge document before the Chromebook can be issued to their student.*** This document will need to be signed after attending a parent information meeting.

### **Insurance:**

Walkerville Public Schools requires that either Chromebook/tablet insurance be purchased, or parents sign accepting the full financial responsibility for repair or replacement of equipment damage prior to the distribution of the Chromebook/tablet to your child. The annual fee will be \$25 and must be paid (or documentation that full financial responsibility will be assumed by the parent) before distribution of a device to the student. Details of this policy are on page 9.

### **Training:**

Students will be trained on how to use the Chromebook/tablet by their teachers. Synergise training videos are available to students using Google Drive applications. Students using Synergise in school may access the Synergise icon at the top of any google application.

### **Return:**

Student Chromebook/tablets and accessories (charger and battery) may be collected at the end of each school year for maintenance over summer vacation. Walkerville Public Schools will attempt to assure that students retain their original Chromebook/tablet each year.

Any student who transfers out of Walkerville Public Schools will be required to return their Chromebook/tablet and accessories. If a Chromebook/tablet and accessories is not returned, the parent/guardian will be held responsible for payment in full (Approximately \$300.00). If payment is not received the parent/guardian will be turned over to a collection agency or law enforcement.

# Taking Care of Your Chromebook/Tablet:

Students are responsible for the general care of the Chromebook/Tablet which they have been issued by the school. Chromebook/Tablets that are broken or fail to work properly must be reported to a teacher or reported to [hd@k12eta.org](mailto:hd@k12eta.org). If a loaner Chromebook/tablet is warranted, one will be issued to the student until their Chromebook/tablet can be repaired or replaced.

## General Precautions:

- No food or drink is allowed next to your Chromebook/tablet/tablets while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook/tablet.
- Students should never carry their Chromebook/tablet while the screen is open unless directed to do so by a teacher.
- Chromebook/tablets should be shut down when not in use to conserve battery life.
- Chromebook/tablets should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook/tablet to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

## Carrying the Chromebook/tablet:

The protective shell of the Chromebook/tablet will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook/tablet in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook/tablet is inside.

## Screen Care:

The Chromebook/tablet screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook/tablet.
- Do not place anything near the Chromebook/tablet that could put pressure on the screen.
- Do not place anything in a backpack that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- 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/tablet. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

# Using Your Chromebook/Tablet

## At School:

The Chromebook/tablet is intended for use at school each and every day. In addition to teacher expectations for Chromebook/tablet use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook/tablet. Students must be responsible for bringing their Chromebook/tablet to all classes, unless specifically advised not to do so by their teacher.

## At Home:

All students are required to take their Chromebook/tablet home each night throughout the school year for charging. *Chromebook/tablets must be brought to school each day in a fully charged condition.* Students need to charge their Chromebook/tablets each evening. If students leave their Chromebook/tablet at home, they must immediately phone parents to bring the Chromebook/tablet to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

## Sound:

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

## Printing:

*At School:* Printing functionality will not be available at school. Teaching strategies will facilitate digital copies of homework.

*At Home:* The Chromebook/tablet will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

# Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

## **Personalizing the Chromebook/tablet:**

Chromebook/tablets must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Walkerville Public Schools. Spot checks for compliance will be done by administration or Walkerville Technicians at any time.

## **Software on Chromebook/tablets:**

### **Originally Installed Software:**

Chromebook/tablet 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. The software originally installed on the Chromebook/tablet must remain on the Chromebook/tablet in usable condition and easily accessible at all times.

All Chromebook/tablets are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. 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 as well.

### **Virus Protection:**

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

### **Additional Software:**

Students are unable to install additional software on their Chromebook/tablet other than what has been approved by Walkerville Public Schools.

### **Inspection:**

Students may be selected at random to provide their Chromebook/tablet 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.

### **Monitoring of Use:**

In compliance with state and federal regulations, the district utilizes CIPA (Children's Internet Protection Act) compliant filtering. The district also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to district tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using the district network or equipment.

## **Procedure for Restoring the Chrome OS:**

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook/tablet will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. 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 miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook/tablet that have been synced to Google Drive will be intact. However, 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.

## **Protecting & Storing Your Chromebook/tablet:**

### **Chromebook/tablet Identification:**

Chromebook/tablets will be labeled in the manner specified by the school.

Chromebook/tablets can be identified in the following ways:

- Record of serial number and Walkerville Public Schools asset tag
- Individual’s Google Account username

*Under no circumstances are students to modify, remove, or destroy identification labels.*

### **Storing Your Chromebook/tablet:**

When students are not monitoring their Chromebook/tablet, they should be stored in their lockers (grades 6-12) with the lock securely fastened. Nothing should be placed on top of the Chromebook/tablet, when stored in the locker. Students need to take their Chromebook/tablet home with them every night. The Chromebook/tablet is not to be stored in student lockers or anywhere else at school outside of school hours. The Chromebook/tablet should be charged fully each night at the student’s home. Chromebook/tablets should never be stored in a vehicle.

### **Storing Chromebook/tablets at Extra-Curricular Events:**

Students are responsible for securely storing their Chromebook/tablet during extra-curricular events. Athletes should check with coaches regarding a secure locker when visiting other schools. It is each student’s responsibility to assure that the Chromebook/tablet is properly secured.

### **Chromebook/tablets Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a Chromebook/tablet be stored in unsupervised areas. 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.

Unsupervised Chromebook/tablets will be confiscated by staff and taken to the Principal’s office. Disciplinary action may be taken for leaving a Chromebook/tablet in an unsupervised location.

# Repairing or Replacing Your Chromebook/tablet:

## Chromebook/tablets Undergoing Repair:

- Loaner Chromebook/tablets may be issued to students when they leave their Chromebook/tablet for repair at the Tech Office.
- If repair is needed due to malicious damage or any other misuse, the school may refuse to provide a loaner Chromebook/tablet.
- Repaired Chromebook/tablets 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 and parents will be charged for Chromebook/tablet damage that is a result of misuse or abusive handling. The annual insurance plan is to be used for accidental damage. Parents will be billed for Dell parts and labor.

## Walkerville Public Schools Chromebook/Tablet Device Insurance

Walkerville Public Schools requires that insurance be purchased prior to the deployment of the Chromebook/tablet to your child or that parents sign that they will assume the full responsibility of the cost in the event of damage or loss. The insurance cost is \$25.00 annually for each Chromebook/tablet with a family maximum of \$75. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be \$20.00 with the deductible increasing by \$20.00 each time a claim is made within the current school year. If a student withdraws from Walkerville Public Schools School and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

| Annual Premium Due at Registration | Deductible Claim #1 | Deductible Claim #2 | Deductible Claim #3 |
|------------------------------------|---------------------|---------------------|---------------------|
| \$25 per device (\$75 family max)  | \$20                | \$40                | \$60                |

## Lost or Intentionally Damaged Device and Accessories:

A Chromebook/tablet or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. Device Insurance outlined in the previous section will not apply when it is determined that the device was lost, or damaged as the result of intentional or careless use. 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/Tablet Technical Support:

Students should report any breach of password, or Chromebook/Tablet operation issues by submitting an email to [hd@k12eta.org](mailto:hd@k12eta.org). Young students should report issues to their classroom teacher.

# Technology Acceptable Use Policy:

## PURPOSE:

The purpose of this agreement is to provide the procedures, rules, and guidelines, for the use of technology and the information network, hereinafter referred to as Network, for educational purposes to the Student.

## DEFINITION:

The definition of the information network is any configuration of hardware and software that connects users. The network includes all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, DVD, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

## INTRODUCTION:

The school district's telecommunications network is intended for legitimate business and educational purposes only. As a monitored telecommunications network, no stated or implied guarantee is made regarding the privacy of electronic mail (e-mail) or any other telecommunications transmitted or received over this network. Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services. The intent of this contract is to ensure that all students will comply with Network and Internet acceptable use policies implemented by the Walkerville Public Schools District.

## GUIDELINES:

In exchange for the use of the Network/Internet resources at school, I understand and agree to the Walkerville Public Schools' Acceptable Use Procedures that follow:

- A. I am aware that the school district reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the school district's e-mail systems at any time, with or without notice, and that such access may occur during or after the regular school day.
- B. The use of the Network is a privilege that may be revoked by Walkerville Public Schools at any time for inappropriate usage. Such usage includes, but is not limited to:
  - the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages
  - intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
  - misrepresenting other users on the Network



- disrupting/altering the operation of the Network through abuse of the hardware or software
- malicious use of the Network through hate mail, harassment, profanity, vulgar statements or discriminatory remarks
- interfering with others use of the Network
- use of the Network to access inappropriate materials
- unauthorized copying, or use of licensed or copyrighted software
- allowing anyone to use an account other than the account holder
- printing materials not considered educational use
- checking of email or visiting social networking sites (Myspace/Facebook, etc.) during class time unless requested by a teacher. (Email and social sites may only be accessed before/after school and during student lunch period.)
- use of data disks brought from home or outside the school building
- use of chat rooms

**Walkerville Public Schools reserves the right to remove files, limit or deny access, and refer the student for other disciplinary action if misuse occurs. Any misuse of the account will result in immediate suspension of account privileges and/or other disciplinary action as determined by the District.**

C. The District reserves all rights to any material stored in files which are generally accessible to others and remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their District-approved computer accounts to obtain; view, download, or otherwise gain access to such materials.

D. All information services and features contained on District or Network resources are intended for educational use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

E. The District and/or Network resources are intended for exclusive use by their registered users. The Student is responsible for the use of his/her account/password and/or access privilege. Use of the account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges and subject to disciplinary actions for violations of the guidelines. Account owners are ultimately responsible for all activity under their account (their user name and password).

F. The District reserves the right to log computer use and to monitor fileserver space utilization by users. The Student will diligently delete personal files and assignments from their home directory to avoid excessive use of the network server disk space. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

G. The Student may not transfer files, shareware, or software from information services and electronic bulletin boards without the permission of Walkerville Public Schools. Without such permission, the Student will be liable to pay costs/fees for any file, shareware, or software transferred, whether intentional or accidental. For each file received through a file transfer, the Student is responsible for assuring that the file is checked with a virus-detection program before opening the file for use. Should the Student transfer a file, shareware or software which infects the Network with a virus and causes damage, the student may be held liable for any and all repair costs to make the Network once again fully operational and may be subject to other disciplinary

measures as determined by the District.

The Children’s Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA. More recently, Congress enacted additional protections for children using the Internet. Walkerville Public Schools follows these guidelines by implementing content filter that is renewed annually from CIPAFilter 700 16<sup>th</sup> Ave. East Moline, IL 61244.

Revised 4-29-09

## **Walkerville Public Schools School Chromebook/tablet Policy Handbook Signatures and Student Pledge**

- I will take good care of my Chromebook/tablet and know that I will be issued the same Chromebook/tablet each year.
- I will never leave my Chromebook/tablet unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook/tablet to other individuals.
- I will know where my Chromebook/tablet is at all times.
- I will charge my Chromebook/tablet’s battery to full capacity each night.
- I will keep food and beverages away from my Chromebook/tablet since they may cause damage to the device.
- I will not disassemble any part of my Chromebook/tablet or attempt any repairs.
- I will protect my Chromebook/tablet by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook/tablet in ways that are appropriate for education.
- **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook/tablet.**
- I understand that the Chromebook/tablet I am issued is subject to inspection at any time without notice and remains the property of Walkerville Public Schools.
- I will follow the policies outlined in the Chromebook/tablet Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook/tablet, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook/tablet, power cord/charger in good working condition at the end of each school year.

Student Name: \_\_\_\_\_ (Please Print)

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

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

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

# Walkerville Public Schools

## Student/Parent Chromebook/Tablet Use Agreement 2017/2018

In this agreement, "Chromebook/tablet" means Dell Chromebook and all its components, software, battery, and charger.

**Parent and Student (Grade 3 and above) please initial each section:**

|                                   |   |
|-----------------------------------|---|
| <p><b>P:</b></p> <p><b>S:</b></p> | <p><b>TERMS:</b></p> <ul style="list-style-type: none"> <li>● You agree to pay \$25 annual device insurance premium to cover accidental damage (deductible apply).</li> <li>● You will comply at all times with the Walkerville Public School's Chromebook/tablet Policy Handbook and its guidelines as well as the Walkerville Public Schools Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebook/tablets are assigned to a single individual and are not to be shared.</li> </ul>   |
| <p><b>P:</b></p> <p><b>S:</b></p> | <p><b>TITLE:</b></p> <ul style="list-style-type: none"> <li>● Legal title to the Chromebook/tablet is Walkerville Public Schools and it shall remain the possession of Walkerville Public Schools. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook/tablet Policy Handbook.</li> </ul>  |
| <p><b>P:</b></p> <p><b>S:</b></p> | <p><b>LOSS OR DAMAGE:</b></p> <ul style="list-style-type: none"> <li>● If the property is accidentally damaged or incurs loss due to an act of nature, Walkerville Public Schools will assess the Chromebook/tablet damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to Walkerville Public Schools by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.</li> </ul> |
| <p><b>P:</b></p> <p><b>S:</b></p> | <p><b>REPOSSESSION:</b></p> <ul style="list-style-type: none"> <li>● Students not complying with all terms of this Agreement and the Chromebook/tablet Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook/tablet to take possession.</li> </ul>  |
| <p><b>P:</b></p> <p><b>S:</b></p> | <p><b>TERM OF AGREEMENT:</b></p> <ul style="list-style-type: none"> <li>● Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School Corporation or upon student withdrawal from Walkerville Public Schools.</li> </ul>   |
| <p><b>P:</b></p> <p><b>S:</b></p> | <p><b>APPROPRIATION:</b></p> <ul style="list-style-type: none"> <li>● Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.</li> </ul>  |

Walkerville Public Schools  
STUDENT/PARENT Chromebook/tablet SIGNATURE PAGE

**Student Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Parent Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Student Agreement**

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the Walkerville Public Schools Acceptable Use Policy Guidelines as stated in this document.

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

**Parent/Guardian Agreement**

In consideration of the privileges and opportunities afforded by the use of the FCCSC technology and computer resources, I hereby release the Walkerville Public Schools and its agents from any and all claims of any nature arising from my student's use or inability to use the Walkerville Public Schools technology and computer resources.

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

***Insurance Selection***

\_\_\_\_\_ I/We wish to participate in the district insurance program for \$25 per year per machine (\$75 max per family). We understand that deductibles apply as outlined in the Chromebook/Tablet Handbook.

\_\_\_\_\_ I/We do not wish to purchase the insurance coverage for \$25 per year and will assume the full costs incurred by the district for the repair or replacement of a damaged machine. Payment must be made within 14 days of billing or the district will no longer provide a loaner device or the repaired device to the student.

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