



# **Stockton Jr High**

## **Chromebook Handbook**

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# Handbook Overview

This handbook is intended to provide essential information about the use of Chromebooks at Stockton Jr High. As part of a grant from the Texas Education Agency (TEA), Stockton has received a limited number of Chromebook devices and wireless access devices to be assigned to students. Participation in this program is not required.

Please read the following important guidelines in this handbook. It is important that parents/guardians and students understand and abide by the policies and procedures set forth in this handbook.

The following conditions are a summary of some of the most important concepts outlined in this handbook.

- The Chromebook and wireless access device are the property of Conroe ISD and is signed out to the student for use.
- Internet content is filtered on all Conroe ISD computers. This includes use at school and off campus. See Page 2 for details.
- Parents are ultimately responsible for all activities involving the Conroe ISD Chromebook while the student is off campus. See Page 3 for details.
- If a Chromebook needs to be repaired or is lost, the student must report the need for repair or replacement to the campus as soon as possible. The student's report must be filed and the required paperwork completed at the campus within 5 school days from the time of breakage or loss. See Pages 3 and 5 for details.
- Conroe ISD Chromebooks not returned when students leave for the summer or withdraw from school will be considered stolen. Theft charges will be filed.
- This handbook should be read carefully by students and parents/guardians. The agreement form included in this Chromebook Handbook is a copy of what you and your student must sign prior to the student receiving the Chromebook.

# Terms of Conroe ISD Chromebook Use

**Acceptable Use:** All students must comply at all times with the *Conroe ISD Student Guidelines for Acceptable Use of Technology* in Pages 10-11 of this *Chromebook Handbook* and in the *CISD Student Handbook*. Failure to comply will result in disciplinary action and could end the rights of possession effective immediately.

**Liability:** In the case of theft, the parent/guardian or the student must immediately notify school administration. If the Chromebook is lost or damaged due to gross negligence, the parent/guardian may be responsible for the reasonable cost of replacement. Chromebooks not returned, for any reason, at the end of the school year or when a student withdraws will be considered stolen. Theft charges will be filed. Regular damage to the Chromebook may end the right of possession.

**Repossession:** If the student and/or parent/guardian does not timely and fully comply with all terms of this Handbook, Conroe ISD has the right to assume possession of the Chromebook.

**Scheduled Evaluations:** Each Chromebook may be evaluated each six weeks or randomly checked to verify condition and compliance with district policy.

## Chromebook Security

Various security measures are used on Conroe ISD computers. Security measures are not only used to protect Conroe ISD assets, but Conroe ISD students.

**Computer Security:** Security is in place on each system to prevent certain activities, including but not limited to, downloading, installing software, removing software, and changing system settings. See *Student Responsibilities* on Page 5 for additional information.

**Filtering Software:** Internet filtering software automatically filters all access to the Internet. While at home Internet content will continue to be filtered while students are using their Conroe ISD Chromebook. Since no filtering software can filter 100% of improper content, parents are responsible for monitoring their child's access to the Internet when the student is at home.

# Social Media Guidelines

- Students will be expected to use some Web 2.0 and social media tools as part of their course curriculum under the supervision and guidance of their teachers. These tools may include iLearn, Google Docs, and Canvas.
- Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). These tools are hosted on the Internet, making some student work and information relating to students visible to parents, guardians, relatives, and in some circumstances, other Internet users around the world.
- Use of these tools must be in accordance with *Conroe ISD's Policies and Procedures* including but not limited to the *District's Acceptable Use Guidelines*.

## Internet Access

Students can access Internet service two ways.

1. At a Conroe ISD facility, students will be able to access the Conroe Wireless network.
2. Away from Conroe ISD, the Chromebook has access to the Verizon Cellular Network for Internet usage. The cellular plan is provided as part of the TEA grant is at no cost to the student/parent.

The student will not be able to connect the Chromebook to any other wireless service.

## Parental Responsibilities

- Parents are responsible for monitoring the student's use of the Chromebook while at home and away from campus.
- Parents must review with their student the *Student Guidelines for Acceptable Use of Technology* in Pages 10-11 of this *Chromebook Handbook* and in the *Conroe ISD Student Handbook*.
- Parents are responsible for monitoring their student's activities on the Internet on a regular basis.

# Conroe ISD Chromebook Guidelines

- Students should have no expectation for privacy on any information stored on, accessed from, or used with the Chromebook. The Chromebook belongs to Conroe ISD, and appropriate District and school officials may monitor the Chromebook or access its contents at any time.
- Students will be issued a Conroe ISD case with an identification tag. The identification tag must remain on the case at all times. If the identification tag is lost, the student must immediately notify the campus.
- If technical issues arise, students must notify a teacher or the campus.
- Each Chromebook is identified by a specific number and assigned to an individual student. To ensure that a student always has his assigned Chromebook, Chromebooks should never be switched from case to case.
- Under no circumstances may Chromebooks be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the cafeteria, locker rooms, library, unlocked classrooms, hallways, and any place outside of school that is not the student's home. Any computer left in these areas will be collected by staff and taken to the campus program administrator, Ms. Raychelle Baines. A student who leaves the Chromebook unsupervised on a regularly basis may lose the privilege of participants in the Chromebook program.
- All students have access to a network drive on which to store data. It is the responsibility of the student to see that critical files are stored on that drive.
- All use of the Internet must comply with district guidelines. Log files are maintained on each Chromebook with a detailed history of all Internet sites accessed. All student files are subject to review.

# Student Responsibilities

- As the primary users, students have specific responsibilities when using their Conroe ISD-issued Chromebooks.
- At all times, students are responsible for their Chromebook, whether at home or school.
- Teachers may require students to bring their Chromebooks to school daily. Batteries must be charged and maintained daily.
- Students are responsible for logging in under their assigned username. Students may not share their password with other individuals.
- Students must keep the Chromebook in the provided case at all times.
- Students should not loan their Chromebook or any Chromebook component to another student for any reason.
- Students may not play games, load or download any software, music pictures, etc. on the Chromebook unless instructed by a teacher to do so.
- Chromebooks come with standardized software already loaded. This software may not be changed in any way.
- When a Chromebook is lost or stolen, the student must immediately notify the campus and submit the required paperwork no later than 5 school days after discovering that the device is missing.
- When a Chromebook is damaged or functioning improperly, the student must immediately notify the campus and submit the required paperwork no later than 5 school days after discovery of the damage or malfunction.
- If a student adds any unauthorized items to the Chromebook, the student will be required to return the Chromebook. A student may be charged \$15.00 to re-image the Chromebook and certain restrictions may be placed on the student's use or access of District technology.
- Sound will be muted at all times unless the teacher grants permission to do otherwise.

# Care of the Chromebook

Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to the campus within 5 school days. Please follow these precautions:

- Do not place food and/or liquids near the Chromebook.
- Do not stack heavy objects on top of the Chromebook.
- Never attempt to repair or reconfigure the Chromebook or any accessories.
- Do not write, draw, stick or adhere anything to the Chromebook.
- Do not decorate the Chromebook using markers, personalized stickers, etc.
- Do not expose the Chromebook to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the Chromebook in any vehicle.
- Do not obstruct the Chromebook's vents.
- When walking from class to class, the Chromebook must be properly closed and stored in its case.
- The power cord must not be plugged into the Chromebook while in a backpack as this may damage the Chromebook.

# Screen Care

The Chromebook screen is sensitive to excessive pressure. Care must be taken to protect the screen from accidental damage.

- Do not place anything on top of the Chromebook or lean on it when it is closed.
- Do not place anything in the case that may press against the cover of the Chromebook including paperwork.
- Do not poke the screen with anything.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, paper clips, stapled papers, etc.).
- Do not use any cleaning solution to clean the screen. Common cleaners such as Windex and 409 will damage the LCD screen.

# Repair Downtime

When a student's Chromebook is being repaired, there are several options available for continued use of technology.

## **Network Student Folders (N drives)**

All students have a network folder in which to store digital files. Students can save important work in this folder and access their work from any computer on the network.

## **Classroom Computers**

Each classroom has desktop computers that are available for student use.

## **Loaner/Chromebook Replacement**

If a student's Chromebook is damaged, it will be repaired or replaced as quickly as possible. If available, a replacement Chromebook will be issued. The policies outlined in this handbook also apply to replacement Chromebooks. A replacement Chromebook may not be provided if the damage is determined to be intentional or the result of gross neglect.

# Repair Cost Information

All Chromebooks are covered by a one-year factory warranty that covers all manufacturer's defects. When issued the Chromebooks are in good working order and are loaded with the CISD standardized setup. Students are expected to keep the Chromebook in good condition. Failure to do so could result in the student losing Chromebook privileges.

If it is determined that the Chromebook was damaged or destroyed intentionally, the student will be charged the most recent replacement cost for the unit. Currently replacement cost is \$249.99.

If a student damages or loses the power adapter, the student will be charged the most recent replacement cost for the unit. Currently replacement cost is \$65.

If a student damages or loses the wireless adapter, the student will be charged the most recent replacement cost for the unit. Currently replacement cost is \$97.

# Reporting Damages/Theft

## **Damages**

Students will have 5 days to report any damages or theft to Ms. Baines. Students will be required to answer a series of questions to help gather more information about what is wrong with the Chromebook.

## **Theft**

If a student *thinks* that their tablet is lost and/or stolen they need to go to Ms. Baines and fill out a "Missing Chromebook Report".

If a student *knows* that their tablet has been stolen or damaged and already has a police case number, they need to go to Ms. Baines and fill out a "Missing Chromebook Report".

In either case, a new Chromebook will be issued to the student if one is available.

# Chromebook Lending Agreement

By signing below we acknowledge having read the *Chromebook Handbook* and agree to follow the rules outlined in the Handbook. We understand that failure to follow these rules may result in removal from the Chromebook program.

\_\_\_\_\_  
Parent Printed Name    Parent Signature    Date

\_\_\_\_\_  
Student Printed Name    Student Signature    Date

# Appendix

The *Conroe ISD Student Guidelines for Acceptable Use of Technology Resources* can be found on the District website at: <https://www.conroeisd.net/wp-content/uploads/2016/02/Student-AUG-6-15.pdf> It is included as Pages 11-12 of the *Chromebook Handbook* for convenient reference.

## CISD Acceptable Use Guidelines for Students

The Conroe Independent School District makes a variety of communications and information technologies available to students through network/internet access. These technologies, when properly used, promote education excellence in the District by facilitating resource sharing, innovation and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students, and its employees. These Acceptable Use Guidelines (AUG) are intended to minimize the likelihood of such harm by educating CISD students and parents and setting standards which will serve to protect students.

Parents and students should realize that with this educational opportunity comes responsibility. As much as possible, access from school to Internet resources will be structured in ways that point students to those resources that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they will be provided with guidelines and lists of resources particularly suited to learning objectives.

The Children's Online Privacy Protection Act (COPPA) prohibits children under the age of 13 from creating Internet accounts and providing information about themselves online. From time to time there are educational applications that teachers utilize in the classroom that require the creation of an account. In compliance with COPPA, no personally identifiable student information will be used to access these programs. By agreeing to the Acceptable Use Guidelines, you are granting permission for your child's teacher to supervise and facilitate your child's use of appropriate Web-based applications and tools that are for educational purposes. Parents are expected to monitor student use of these Web tools at home. Please notify your child's campus administration in writing if you do not want your student to access these applications/tools while at school.

CISD uses a Web filter to manage access to various inappropriate locations. However, even with a filter, there may still be sites accessible via the Internet that contain materials that are inappropriate, illegal, defamatory, inaccurate or controversial. Although the District will attempt to limit access to objectionable material by using software, controlling all materials on the Internet is impossible.

Students will be provided email and Internet accounts, including access to cloud-based document storage and collaboration space. Some students may be given access to District-owned technology resources for use at home. Students are responsible for not sharing the password of their account with others. CISD accounts are to be used only for identified educational purposes. Students and parents should be aware that the District monitors all use and communication on its computer system. No communication on the system is private. Students are held responsible at all times for the proper use of their account. The District may suspend or revoke a student account if District rules are violated. Network/Internet access is available to student in the District as a privilege, not a right. The following standards will apply to all users of the Network/Internet.

### Users of the District's Network/Internet will not:

- Use the system for any illegal purpose.
- Bypass, disable or attempting to bypass or disable any Internet filtering device.
- Encrypt communications to avoid security review.
- Borrow someone's account without permission.
- Use chat rooms without authorization.
- Post personal information such as addresses, photographs or telephone numbers about yourself or others.
- Download or use copyrighted information without permission from the copyright holder.
- Intentionally introduce a virus or any malicious software or program to the computer system.
- Post messages or access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or could be characterized as bullying.
- Waste school resources through the improper use of the computer system.
- Gain unauthorized access to restricted information or resources.
- Using someone's account or credentials without permission.

### The following consequences may result from inappropriate use of the District's Network/Internet:

- Suspension of access to the system;
- Revocation of the computer system account; and
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.