

# CALHOUN COUNTY ISD

## CHROMEBOOK 1:1 PROGRAM HANDBOOK

The policies, procedures, and information within this document apply to all Chromebooks used at CCISD 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.

### ***Purpose***

The purpose of the Chromebook 1:1 Program at Calhoun County ISD is to provide equipment and resources that meet the needs of today's students and make them future ready.

The Chromebook 1:1 Program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Technology literacy skills
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Access to remote learning

### ***Receiving Your Chromebook***

Devices will be issued at the beginning of each school year. Students will receive a Chromebook and a charging cable. Both the student and parent/guardian must sign the Parent/Student Chromebook Agreement Form. During CCISD's remote learning, the \$25 usage fee will be waived for the 2020-2021 school year..

### ***Taking Care of Your Chromebook***

Students are responsible for the general care of the Chromebooks which have been issued to them by the school. Chromebooks that are broken or fail to work properly must be reported to the appropriate campus personnel as soon as the problem arises for an evaluation of the equipment. **Never try to repair the Chromebook yourself or have someone outside the district work on it, as this could void the warranty and cause you to incur additional charges.**

#### **General Precautions:**

- Shut down Chromebook when not in use to conserve battery life. Average battery life is 9 hours.
- No food or drink is allowed next to your Chromebook.
- Carefully insert cords, cables, and removable storage devices into the Chromebook ports.
- Never carry a Chromebook while the screen is open.
- Never force/shove Chromebook into a locker or a book bag as this may break the screen.
- Do not expose a Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. Always bring the Chromebook to room temperature prior to turning it on.

#### **Screen Care:**

The Chromebook 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.
- Do not place anything near the Chromebook that could put pressure on the screen.
- 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 microfiber cloth. DO NOT use window cleaner or pre-moistened eyeglass lens cleaning tissues to clean the screen.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

**Charging:**

- Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening.
- Average battery life is 9 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the appropriate campus personnel for repair.
- Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.

**Personalizing the Chromebook:**

- Chromebook and power cord must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Calhoun County ISD. Spot checks for compliance can and will be done by administration at any time.
- Students may, at their own expense, purchase a case and may personalize the purchased case.

***Using Your Chromebook*****At School:**

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

**At Home:**

All students are required to take their Chromebook home on a daily basis throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. If students leave their Chromebooks at home, they are still responsible for getting the course work completed as if they had their Chromebooks present. If a student leaves his/her Chromebook at home for two consecutive days, he/she will be required to bring in the device to verify possession of the assigned Chromebook.

**Working Offline:**

Students without Internet access at home or students in special situations (such as long-distance bus ride for an activity) have several options for working “offline” including:

- Google Drive (Docs and Sheets) allows students to switch to offline editing functionality, where preloaded documents can still be viewed and edited.
- Read and answer email offline, with changes being synchronized back to their online account when the Chromebook is re-connected to an Internet connection.

**Accessing the Internet at home and elsewhere:**

- Students are allowed to connect to wireless networks when their Chromebooks are at home or in other venues where connectivity is offered (such as the Public Library, other school districts on activity trips, etc). Note that CCISD cannot provide any assistance, troubleshooting, or advice on such off-site connectivity.
- All CCISD electronic devices are furnished for educational use. Inappropriate use of a District device is subject to the Student Code of Conduct and loss of privilege per the Responsible Use Principles. All devices are owned by CCISD and are subject to search.
- When connecting from home, students and parents must be aware that all student activity on a district account is subject to CCISD policy, search of account, and disciplinary consequences for inappropriate use per the Responsible Use Principles.

## ***Safety & Security***

### **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 CCISD technology 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. Inappropriate use of a CCISD device is subject to the Student Code of Conduct and loss of privilege per the Responsible Use Principles. All devices and accounts are owned by CCISD and are subject to search.

### **Storing Chromebooks at Extracurricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events. Under no circumstances should a Chromebook 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, a car, or any other entity that is not securely locked or not supervised.

Athletes should check with coaches regarding a secure location when visiting other schools. It is each student's responsibility to ensure that the Chromebook is properly secured.

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

## ***Fees***

### **Damaged, Lost, or Stolen Chromebook and Accessories**

The following fees must be paid prior to the user being given his/her repaired or replaced Chromebook:

<b>Damaged Item</b>	<b>Cost</b>
Missing key(s) or broken keyboard	\$30.00
Cracked or damaged screen	\$30.00
Damaged or lost power cord	\$35.00
Removed asset/serial number tag	\$15.00
Full replacement	\$245.00

Each campus will have a few Chromebooks on hand for use by students whose Chromebooks are in for repair. The student will be allowed to borrow a Chromebook for that particular time to complete class work. The student will return the Chromebook to the campus office.

When it is determined that the device was lost or damaged as the result of intentional or careless use, the student will be charged the full cost of the parts and/or replacement. In addition, the student is subject to disciplinary consequences.

If the Chromebook is stolen, a police theft report is required for no-fee replacement. Students who lose their Chromebook and do not have proof of a police theft report will be required to pay the full replacement cost.



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

Student ID#: \_\_\_\_\_

Campus: \_\_\_\_\_

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

## CALHOUN COUNTY ISD 1:1 CHROMEBOOK HANDBOOK PARENT & STUDENT AGREEMENT FORM

Calhoun County ISD students may be issued a Google Chromebook for their educational use. With acceptance of the Chromebooks, both students and their parents take on certain responsibilities. Acceptance of and adherence to these responsibilities will result in a rich technologically-enhanced learning environment for all involved.

It is our belief that if reasonable precautions and care are taken in the use of the Chromebook, it should not experience physical damage. Each student and parent is asked to read this form carefully. The parent and the student should initial next to each statement that follows and sign below.

Use, Proper Care, Precautions, & Personal Responsibilities		
Student Initials	Parent Initials	Statement
		1. I/We understand that the Chromebook and its accessory equipment are the property of the Calhoun County Independent School District.
		2. I/We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the Chromebook.
		3. I/We understand the student must abide by the rules and regulations of the Student Responsible Use Agreement for Technology Resources. Failure to abide by this policy may result in disciplinary action and/or confiscation of Chromebook.
		4. I/We understand that the Chromebook must be returned at the end of each school year for annual maintenance.
		5. I/We understand that I/we must report all Chromebook damages, or the theft/loss of the Chromebook to the district technology department. In the case of theft, I/We also understand that a police report must be filed.
		6. I/We understand that I/we will be responsible for all repair/replacement charges associated with Chromebook damages caused intentionally, through a lack of reasonable precautions, or loss/theft.
		7. I/We understand that, unless instructed otherwise by a teacher, all students must have their Chromebook with them each day for every class.
		8. I/We acknowledge that we have received the Calhoun County ISD 1:1 Chromebook Handbook and agree to its contents in its entirety.

**Student Acknowledgement:**

**I have read, understand, and agree to follow the CCISD 1:1 Chromebook Handbook.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Parent/Guardian Acknowledgement:**

**I have read and understand the CCISD 1:1 Chromebook Handbook.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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

Student ID#: \_\_\_\_\_

Campus: \_\_\_\_\_

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

# CALHOUN COUNTY ISD

## 1:1 CHROMEBOOK HANDBOOK

### Formulario de Acuerdo para Padres y Estudiantes

Los estudiantes de la Escuela Secundaria Calhoun County ISD pueden recibir un Google Chromebook para su uso educativo. Con la aceptación de las Chromebook, tanto los estudiantes como sus padres asumen ciertas responsabilidades. La aceptación y la adhesión a estas responsabilidades resultará en un rico entorno de aprendizaje tecnológicamente mejorado para todos los involucrados.

Es nuestra creencia que si se toman precauciones y cuidados razonables en el uso de la Chromebook, no debe sufrir daños físicos. A cada estudiante y padre se le pide que lea este formulario cuidadosamente. El padre y el estudiante deben comenzar junto a cada declaración que sigue, y firmar abajo.

<b>Use, Proper Care, Precautions, &amp; Personal Responsibilities</b>		
<b>Iniciales del estudiante</b>	<b>Iniciales del Padre</b>	<b>Declaración</b>
		1. Entiendo que la Chromebook y su equipo accesorio son propiedad del Distrito Escolar Independiente del Condado de Calhoun.
		2. Yo / Nosotros entendemos que el estudiante, con el apoyo de los padres, es responsable del cuidado y mantenimiento diario de la Chromebook.
		3. Yo / Nosotros entendemos que el estudiante debe cumplir con las reglas y regulaciones del Acuerdo de Uso Responsable del Estudiante para Recursos Tecnológicos. El incumplimiento de esta política puede resultar en acción disciplinaria y / o confiscación de Chromebook.
		4. Entiendo que la Chromebook debe ser devuelta al final de cada año escolar para el mantenimiento anual.
		5. Entiendo que debemos informar todos los daños de la Chromebook o el robo / pérdida de la Chromebook al departamento de tecnología del distrito. En el caso de robo, Yo / Nosotros también entendemos que un reporte policial debe ser archivado.
		6. Yo / Nosotros entendemos que yo / nosotros seremos responsables de todos los gastos de reparación / reemplazo asociados con los daños de la Chromebook causados intencionalmente, por falta de precauciones razonables, o pérdida / robo.
		7. Yo / Nosotros entendemos que, a menos que un maestro indique lo contrario, todos los estudiantes deben tener su Chromebook con ellos cada día para cada clase.
		8. Yo / Nosotros reconocemos que hemos recibido el 1:1 Manual de Chromebook del Condado de Calhoun ISD y aceptamos su contenido en su totalidad.

**Reconocimiento del estudiante:**

**He leído, entiendo y estoy de acuerdo en seguir el 1:1 Manual de Chromebook de CCISD.**

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
La fecha

**Reconocimiento del Padre / Tutor:**

**He leído y entendido el 1:1 Manual de Chromebook de CCISD.**

\_\_\_\_\_  
Firma del Padre / El Tutor

\_\_\_\_\_  
La fecha