

2017-2018

# Williams Bay Middle & High School Chromebook 1:1 Initiative Handbook



**Williams Bay Middle & High School**  
**Chromebook 1:1 Initiative Handbook**

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# Williams Bay School District

## Chromebook 1:1 Initiative Handbook

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The goal the Williams Bay School District's Chromebook 1:1 Initiative is to provide an environment for collaboration, creation of content, and learning in a connected world. The district is committed to providing the tools and training to staff and students, so that we continue to build a community of life-long learners.

The Chromebook Program Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Williams Bay School District. All device users in the Williams Bay School District will follow the Student Acceptable Use Policy, which is included in this document. This guide is in effect at all times when using Williams Bay School District owned equipment.

### Getting Started

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In order to maximize access to instructional technology for students, the Williams Bay School District will supply students with a technology device. Students in grades 6 through 8 will each be assigned a Chromebook. Chromebooks in grades 6-8 will be kept in carts in each period 1 classroom, and will be picked up and returned each school day. The Chromebooks in grades 9-12 will be assigned to each student at the start of the school year, and should be taken home each day to complete course requirements.

This device is the property of the Williams Bay School District. These devices function to provide each student access to required educational materials needed to be successful; it will allow student access to educational web based tools as well as many other useful resources. The devices are an educational tool to be used for activities that support college and career readiness such as:

- Producing written projects
- Accessing information
- Research and data gathering
- Presenting information visually
- Note taking
- Managing personal time (Calendar and Assignment Notebook)
- Accessing student records, grades, and assignments
- Communicating (email, blogging, submitting assignments electronically)
- Collaborating
- Participating in web based curriculum

### Device Return

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Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled in the Williams Bay Schools, unless it is deemed by the technology department that the device has reached its normal end-of-life and needs to be replaced. Students in grades 9 - 12 will turn in their Chromebooks prior to the final day of school. Chromebooks for grades 6 - 8 will be kept in carts by the homeroom teacher for the summer.

Students leaving the district before the conclusion of the school year must return district owned Chromebook to the LMC Help Desk or the Middle/High School Office.

Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

### Student Owned Chromebooks or Laptops (with Chrome installed)

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The Chromebook is considered an essential part of the Williams Bay School District learning experience, like a textbook, so it is expected that every student will participate in the 1 to 1 program. In lieu of accepting the district owned Chromebook, parents may choose to provide a device (laptop, Chromebook or tablet) for their child to use. In order to be appropriate for classroom use, personal devices must have a full-sized keyboard attached (i.e. no Bluetooth keyboards connected to smartphones). Student smartphones or tablets, while not prohibited at Williams Bay Middle/High School, will not be considered as meeting the above device requirements.

Student using their own devices understand the following:

- The Williams Bay School District is not responsible for damage, loss, theft or IT issues of student owned devices. No technology support will be provided for malfunctioning personal devices.
- Students who choose to bring their own personal device, instead of the district provided Chromebook, do not rescind the District's right to inspect the device at any time while on school district property.

- The Williams Bay Schools Technology Department will give access to Wi-Fi for student owned devices. The student is responsible for making contact with the IT department to be given this access. Serial numbers and student information will be recorded for monitoring purposes.
- It is important for students and families to write down serial numbers of their device, and store that information in a safe area. This will be useful in returning a device if it is lost or stolen.

## Using the Chromebook at School

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Students are expected to have a fully charged Chromebook or device at school every day and bring their Chromebook or device to all classes unless specifically advised not to do so by their teacher.

### If a Student does not bring his/her Chromebook to School

- A student may stop in the Library Media Center and check out a loaner for the day.
- We will make every effort to supply a loaner Chromebook, but there may be times when a loaner is not available due to a large demand for that day.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- The Media Center will document the number of times a loaner is issued to each student for not having his/her Chromebook at school. Students with a regular track-record of not having their Chromebook (more than 3 times in a month) will be subject to consequences.
- Students that obtain a loaner will be responsible for returning the borrowed device to the Library Media Center at the beginning of FAST.
- If a loaner is not during FAST, the Library Media Center will submit a report to administration and the administration will work on retrieving the loaner. This may result in consequences.

## While a Chromebook is Being Repaired

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Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Library Media Center.

- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- Chromebooks on loan to students having their device repaired may be taken home after the repair has been paid for.
- The student will be contacted when their device is repaired and available to be picked up.

## Charging Chromebooks

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Students should charge their Chromebooks at home every evening.

Some teachers may allow students to charge a Chromebook in his/her classroom, but students should not expect that the teacher will be responsible for the Chromebook or will always allow this to happen.

If a staff member finds a Chromebook unattended, they will collect the Chromebook and turn it into the LMC. This will be considered an offense and may result in consequences.

## Backgrounds and Themes

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Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in consequences. Staff members of the Williams Bay School District have the final word on what is deemed appropriate and students asked to change backgrounds and/or themes, will comply immediately.

### Sound

- Sound must be muted at all times, unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

### Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing from the Chromebook is not currently available.

## General Use and Care of the Chromebook

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Students are responsible for the overall care of their Chromebook. Chromebooks that are broken, damaged, or have mechanical failure must be brought to the school library for repair. DO NOT take district owned devices to an outside repair facility for any type of service.

- 6-12 students are responsible for their devices at all times.
- No food or drink should be next to Chromebooks. Avoid exposing your Chromebook to extreme temperatures, weather conditions, or liquid.
- Cords, cables, and removable storage devices should be inserted and removed carefully from the Chromebook.
- Chromebooks should not be used or stored near pets or in direct sunlight (ex. Laying on a seat in a car).
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks shall remain free of any writing, engraving, drawing, labels and stickers, with the exception of the Williams Bay School District pre-applied labels. This tag must not be removed or altered in any way. If a tag is removed or defaced, it is the student's responsibility to contact the school library for a replacement.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should be carried separately in their carrying case with no pressure on the top of the Chromebook as damage to the screen can occur from pressure placed upon it.
- No parts of the Chromebook should be removed or altered from the original state.
- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook. Do not use household cleaners to clean your Chromebook.
- Do not cover the vents of the Chromebook.
- Do not carry Chromebooks by the screen or put pressure on the screen.

### Cases

Each student will be issued a protective carrying case for his/her Chromebook that must be used whenever the Chromebook is being transported or not in use.

Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

### Transporting and Storing your Chromebook

- Always transport Chromebooks with care and in school approved protective cases.
- Do not put paper or other objects between the keyboard and screen.
- Unplug the power cord and/or any other connected device from your Chromebook before moving it or storing it in a backpack/container.
- Chromebook lids should always be closed and secured when moving from one place to another. Always support a Chromebook from its bottom with the lid closed.
- Care should be taken when storing the Chromebook in a backpack or locker. Do not place books or other items on top of the device.

### Chromebook Use

- Students will only be able to log into the Chromebook using the [@williamsbayschool.org](mailto:@williamsbayschool.org) account that is assigned to them.
- Students shall not share their password with others.
- Inappropriate images may not be used as a screen background.
- Presence of guns, pornographic materials, alcohol, drug references, gang symbols, inappropriate language, or other items deemed inappropriate will result in disciplinary actions.
- Do not allow other students to use your Chromebook. Loss or damage that occurs when anyone else is using it will be the student's responsibility.

### Chromebook Repair/Replacement

The Chromebooks have a one year warranty from defects. All accidental damage events will be reported and recorded.

- If your Chromebook is damaged, not due to your negligence, a damage report should be filed in the office.
- Damaged Chromebooks will be submitted to the Library Media Center.
- Loaner Chromebooks will be issued to students when they submit their Chromebook for repair. Handbook guidelines apply to loaned devices.
- Lost Chromebooks must be immediately reported to the building administrator.

- Chromebooks that are found to be unsupervised will be taken by staff and held in the Library Media Center. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
- A device that is believed to be stolen will be treated like any other reported stolen property, and will need to be reported to an administrator immediately.
- Any damages not covered by warranty will be the responsibility of the student.

## Using the Chromebook at Home

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Students are encouraged to take their Chromebooks home to complete school work and to make sure the Chromebook is fully charged for the following day. It is the student's responsibility to provide for the care and safety of the Chromebook. Students and parents/guardians understand that the Williams Bay School District does not have complete control over information found on the internet. While every attempt is made to block/filter access from inappropriate material while the student is at school, the district is not able to monitor student usage of the Chromebook while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.

If any part of the Chromebook is lost or damaged, parents/guardians should immediately report the loss to the LMC Help Desk. Students and/or parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the Chromebook.

If a Chromebook is lost, stolen or vandalized, parents/guardians and/or the student should immediately report the lost, theft or vandalism to the appropriate legal and school authorities. The cost of replacement for a Chromebook that is lost, stolen or vandalized is the responsibility of the parents/guardians of the student.

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Acceptable Use Policy, Administrative Procedures and all other guidelines in this document wherever they use their Chromebook.

Students should never share personal information about themselves or others while using the internet or email. This includes a student's name, age, address, phone number or school name.

Students should be aware that Internet access and email, and other media that are accessed, created or stored on their Chromebooks are the sole property of the Williams Bay School District. The district has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

## Chromebook Monitoring

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The Chromebook is filtered and browsing history is recorded wherever it is being used—school, home, etc. The Chrome browser is also filtered and browsing history is recorded if you are logged in with your williamsbayschool.org account on any device—Chromebook, home computer, tablet, etc. Inappropriate use can result in limited Internet access, limited use of the Chromebook, and/or referral to administration.

## Managing and Saving Work with a Chromebook

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Digital work on the Chromebook will be saved using Google Apps for Education. Cloud storage will provide access to digital work from virtually any device with Internet access.

G Suite for Education is a suite of Google products that includes email, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, and more. G Suite for Education lets students create different kinds of online documents, collaborate in real time with others, and store documents and other files in the cloud.

All students will have unlimited storage associated with their G Suite for Education account.

All student documents and files will be stored online in the Google cloud environment. To maximize productivity, students will have OFFLINE access to their Google Drive. This Google feature allows students to access anything stored in their "My Drive" without relying on an Internet connection.

Files stored within G Suite for Education are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Williams Bay School District electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored within the WBSD Google domain are private.

Prior to leaving the Williams Bay School District, students who want a copy of their existing work within the G Suite for Education environment will need to use the Google Takeout feature to transfer their material to a personal Google account.

## **Information & Communication Technologies Acceptable Use Policy – POLICY 363.2**

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The Williams Bay Public School District is providing access to the Internet as a means to enhance the curriculum and provide learning opportunities for all students. The District has established the Information & Communication Technologies Acceptable Use Policy to ensure appropriate use of this resource.

### **Rationale:**

The reasons for using the Internet as an instructional resource are:

- accessing global resources
- entering into partnerships to enhance learning options
- broadening problem solving and decision making abilities
- broadening research capabilities by using appropriate materials
- developing higher level thinking skills
- gaining employability skills needed for the 21st century
- utilizing electronic communication for educational purposes.

Internet access will be provided for students and staff for the purpose of conducting research and communicating with others. Independent student access to the Internet will be provided only to students who have agreed to abide by this policy and its accompanying guidelines and to act in a considerate and responsible manner.

As a part of its internet safety policy, the Williams Bay Public School District will educate minors about cyberbullying awareness and response, and appropriate online behavior, including interacting with others on social networking websites and in chat rooms.

Communication on the Internet is often very public in nature. Students are responsible for good behavior in the use of computers and the Internet, just as they are in a classroom or on school property. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and accompanying guidelines may have their privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and accompanying guidelines. When using the District's access to the Internet, users are expected to abide by the policies established by the District, which include generally accepted rules of network etiquette. These include, but are not limited to the following:

### **Acceptable Use-Responsible users:**

- will follow rules of common sense or etiquette
- may use the Internet to research classroom projects and electronic mail for educational purposes only
- may use the Internet to explore other computer systems
- will respect and uphold copyright laws and all other applicable laws or regulations
- will respect the rights and privacy of others by not accessing private files
- will use the Internet in accordance with district policies relating to harassment
- may download or use streaming video or audio, or any software program only with permission of the computer director to avoid overtaxing the network
- shall use the network in such a way that would not disrupt the use of the network by others
- will follow the regulations posted in the computer lab or other areas where computers are in use
- will follow the directions of the adult in charge of the computer lab or other areas where computers are in use
- will use their school assigned email for educational purposes only

### **Unacceptable Use Responsible users shall not**

- use the Internet for any illegal purpose
- bypass or attempt to bypass the filter
- use profane, impolite, or abusive language
- access or use gambling websites

- access any computer files that do not belong to the user or use another person's password
- use the system for commercial or profitable purposes
- use the network to access, transmit, or download pornographic, offensive, harassing, or other inappropriate material
- use computers to access or lead to unauthorized access into accounts or other computer networks.
- use computers to pursue "hacking" internal or external to the district, or attempt to access information that is protected by privacy laws.
- create and/or distribute a computer virus over the network
- use the network in such a way that would disrupt the use of the network by others
- deliberately or willfully cause damage to computer equipment, system, or network or assist others in doing the same
- deliberately access materials that are inconsistent with the school's code of conduct or the District's educational goals or show others how to do the same
- violate copyright or otherwise use another person's intellectual property without his or her prior approval and proper citation
- use the Internet to harass, bully, insult, or threaten others
- use an account other than their own or misrepresent their identity.
- reveal addresses, phone numbers, images, or any other personal information about self or others when using the Internet or communicating electronically.

### **Use of Online Collaboration Tools including Web Pages and Social Networking**

Certain educational Web 2.0 services (e.g. Moodle, blogs, podcasts, vodcasts, wikis) that emphasize online educational collaboration and sharing are permitted only in controlled, staff supervised settings and for valid school-related purposes. All other uses are prohibited.

Use of social networking services (e.g. Facebook, MySpace) is not permitted for students using District Systems.

### **Use of Personal Electronic Devices**

The District permits use of personal electronic devices (hereafter referred to as Personal Devices) by users in support of teaching and learning in order to further the educational aims of the district, increase accessibility to technology-related curricula, and personalize learning. Personal Devices may include portable computing devices such as laptops, netbooks, tablets, computers, cell phones, iPods/iPads/MP3 players, wireless devices, digital cameras, e-readers, USB storage devices, and any other new electronic devices as they become available.

Users may bring Personal Devices into the District to access the district systems for the use of filtered internet access only. Such filtered access will be consistent with that available when using a district-owned device. Bypassing or attempting to bypass this network through proxies, tethering, or other means is not allowed and will be disciplined.

File, print, and application services will not be available on the wireless public network. Personal Devices may be connected with a district-owned piece of equipment (i.e. LCD projector or SMART Board) for instructional purposes only and under the direction of a district staff member.

During class time, students may use Personal Devices only under the direction and supervision of staff members. Use during non-instructional times (e.g. study hall, lunch, passing periods) is permitted so long as it does not interfere with educational or employment responsibilities and so long as it does not hinder, disrupt, or consume an unreasonable amount of network or staff resources, or violate school rules, state law, federal law or Board policies. Students are expected to follow the directives of staff members restricting the use of Personal Devices at any time during the school day or while attending a school-sponsored activity.

Users connecting to district systems, even those with a Personal Device, should have no expectation of privacy. The District may review and monitor accounts, without notice, to ensure responsible technology use and maintain system integrity. The District reserves the right to confiscate and search Personal Devices if reasonable suspicion exists that district policies have been violated. The Personal Device may be turned over to law enforcement if the Personal Device has been used for an illegal purpose. Upon request, users must surrender the Personal Device in its entirety. Users found to be in violation of district policies using a Personal Device will be subject to consequences, including disciplinary action, exclusion of the device from the District, or criminal prosecution.

In accordance with state law (§175.22, §942.08, §942.09, board policy (731.2)), under no circumstances shall any Personal Device with photographic capabilities be used in locker rooms, bathrooms, or other areas where privacy is expected. Personal Devices shall not be used to photograph students or others without their permission and shall not be used to photograph any items that are confidential (e.g. testing materials). A student or staff member who violates this section of the policy shall be subject to discipline, which may include consequences up to and including expulsion for students and discharge for employees.



Responsibility for the care of Personal Devices and behavior while using the device belongs solely to the owner. The District is not liable for loss, damage, or misuse of any personal device including while on District property, connected to District systems, or while attending school-sponsored activities. Technical support for Personal Devices will not be available. Any assistance provided by the District to access the wireless public network shall be done in good faith and does not render the District liable for the function of any Personal Device.

#### **Use of Student Likenesses. Student Work. Student Voice on Websites**

**Student Likeness:** A student's likeness (photograph or video image) may be posted on a teacher, school, or district website for educational purposes unless a parent/guardian denies permission to do so through the opt-out procedure listed in this policy. All content shall be age appropriate to safeguard students by shielding the identification of students' identification and locations. Content may include names of individuals; however identifying information, such as names of family members, e-mail addresses, addresses and phone numbers will remain private. Security and Safety In compliance with the Children's Internet Protection Act (CIPA) and other applicable laws, the district has implemented filtering/and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other objectionable materials harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes, and are responsible for setting and conveying the standards that their children should follow when using the Internet. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find offensive, inappropriate, objectionable, or controversial. The School District of Williams Bay does not condone the use of such material. Students must have a specific information objective in mind before they will be allowed to use Internet resources.

In order to ensure the systems are being used for educational purposes, the School District of Williams Bay reserves the right to inspect all data stored in public or private areas of networked or individual storage systems of any kind, without notice or warning, and at any time or for any reason. No District user should have any expectation of privacy as to his or her Internet usage, or the privacy of any electronic mail message, file, download, note or other data stored on or transmitted or received through any District computing facility.

Access to the Internet via the Williams Bay Public Schools is a privilege, not a right. This privilege may be restricted at any time for use not consistent with the educational goals of the district.

Students who commit any of the above listed acts of misconduct will be disciplined in one or more of the following ways:

- the device will be confiscated
- the student's parents will be contacted
- the student will be given limited access to school telecommunications equipment, networks, and service
- the student will be denied access to school telecommunications equipment, networks, and services
- the student will be required to pay for all property damage
- the student will receive an in-school suspension
- the student will receive an out-of-school suspension
- the student will be denied access to all district owned computer equipment, networks, and services
- the appropriate law enforcement agencies will be notified
- the student will be recommended for expulsion

#### **Notification to Users**

Reference to the District's acceptable use policy and rules shall be included in every student and staff handbook. If a parent/guardian chooses to deny Internet access or access to the wireless public network, or permission for the student's work, voice, likeness, or name posted on a website, they must fill out an Opt Out form that will be kept on file in the district office. Prior to working on an Internet project or posting student's work, voice, likeness, or name all teachers must check the Opt Out List in the district office.

APPROVED: June 10, 2002

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## Probationary Student Privileges

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To protect the assets of the Williams Bay School District, identified students will be required to turn in their Chromebooks to the LMC Help Desk at the end of each day. The length of time the student will be on probationary status will be determined on an individual basis, depending on the circumstances that led to the probationary status. The LMC Help Desk will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

### Students who will be included as probationary will be the following:

- Students who routinely mistreat or damage the district-owned Chromebook assigned to them, as documented by repair requests and/or staff observation. Repeated offenses could result in the student losing access to the Chromebook completely.
- Students who owe money for fees and/or repairs to district-owned devices (including prior years), as well as those who have not paid the current year technology fee per payment plan arrangements.
- Students who have violated the Acceptable Use Policy during the current or previous semester.

## Children's Online Privacy Protection Act (COPPA)

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The Williams Bay School District uses network access, the internet, internet applications, and email for educational purposes. Using these resources, students may collaboratively create, edit, and share files and websites for school-related projects and communicate with other students and teachers. Many services are online and available 24/7 from any internet connected device.

This document shares information regarding the use of these educational tools with parents:

- Per the Children's Online Privacy Protection Act (COPPA), written parental permission must be given for students under 13 years of age to use certain Web 2.0 tools.
- Internet applications such as G Suite for Education, and many Web 2.0 tools are used for instruction. These tools include, but are not limited to Prezi, Voki, GoAnimate, Edmodo, Animodo, and Kidblog.
- Email accounts for individual students may be issued for school use.
- Other resources will be added as they become available.
- Network access on district wired and wireless devices.
- Per the Children's Internet Protection Act (CIPA), Internet access is filtered on district wired and wireless devices, as well as personal wireless devices if connected to the district wireless network.
- Per the district's acceptable use policy, students who use district and/or personal devices must act in a manner consistent with school, district, and legal guidelines.

The Williams Bay School District is governed by federal laws and local board policies including:

- Family Educational Rights & Privacy Act (FERPA) <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Children's Internet Protection Act (CIPA) <http://www.fcc.gov/guides/childrens-internet-protection-act>
- Children's Online Privacy Protection Act (COPPA) <http://www.ftc.gov/privacy/coppafaqs.shtml>

## Student Acceptable Use of the Internet and Technology

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The Williams Bay School District uses network access, internet, internet applications, and email for educational purposes. Using these resources, students may collaboratively create, edit, and share files and websites for school-related projects and communicate with other students and teachers. Many services are online and available 24/7 from any internet connected device.