

Quitman High School

Chromebook Policy, Procedures and Information

2017 - 2018

The focus of the Chromebook Program at Quitman High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires technology to be seamlessly integrated throughout the educational program. The use of electronic devices provides a simple and portable way to manage information and allows students constant access to learning opportunities. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with electronic devices integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all electronic devices used at Quitman High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. RECEIVING YOUR CHROMEBOOK & CHECK-IN

1.1 Receiving Your Chromebook

Chromebooks will be distributed to students at a time determined by their campus. Parents and students must indicate consent and agreement during registration and pay the Chromebook usage fee before the Chromebook can be issued. Please review our Acceptable Use Policy on the school webpage <http://www.quitmanisd.net>

1.2 Chromebook Check-in

Individual school Chromebooks and accessories must be returned to Quitman High School at the end of the school year so they can be checked for serviceability. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Quitman High School for any other reason must return their individual school Chromebook on the date of termination. Discipline issues could result in a device being taken up sooner.

1.3 Check-in Fines

If a student fails to return the Chromebook at the end of the school year, or upon termination of enrollment at Quitman ISD, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report being filed with the Quitman Police Department. Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Agreement and must return the Chromebook and accessories to Quitman ISD in satisfactory condition.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the [Library/Media Center] for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the Quitman "Acceptable Use Policy" for technology.
- Only use a clean, soft cloth to clean the screen, do not use cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Quitman ISD.
- Chromebooks must never be left in any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Do not keep papers, folders and workbooks in the Chromebooks. This will prevent placing pressure and weight on the Chromebook screen, and or hinge.
- Chromebooks are not to be left in lockers

2.2 Screen Care

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

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc as it will eventually break the screen and or other parts.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students are responsible and expected to bring their Chromebook to all classes.

3.1 Chromebook Left at Home

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. This may also result in a discipline consequence.

3.2 Chromebook Undergoing Repair

Under certain circumstances a loaner Chromebook may be issued to students when they leave their Chromebook for repair in the Library/Media Center. There may be a delay in getting a Chromebook should the school not have enough

to loan. If no loaner is available, students are still responsible for all work assigned by teachers.

3.3 Charging Your Chromebook's Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.

3.4 Screensavers/Background photos, Sound, Programs

- No screensavers or background photos may be used.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Data Storage will be through apps on the Chromebook.

3.5 Printing

All printing assignments should be emailed to teacher, at his/her discretion.

3.6 Home Internet Access

Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook/Home Directory

Students will use Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The Quitman ISD makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

The software/apps originally installed by Quitman ISD must remain on the Chromebook in usable condition and be easily accessible at all times. Periodic checks of Chromebooks will be made to ensure that students have not removed required applications.

5.2 Additional Software

Students are not allowed to load extra software/apps on their Chromebooks. Quitman ISD will make all needed software/apps available through the Quitman ISD Catalog found on the Chromebook.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur, illegal software, or non-Quitman ISD installed apps are discovered, the Chromebook may need to be reset to a factory new condition. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Most software upgrades are automatic.

Students may be required to check in their Chromebooks for periodic updates and syncing.

6. ACCEPTABLE USE

The use of the Quitman Independent School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Quitman Independent School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Quitman Independent School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Quitman Independent School District's Student Code of Conduct shall be applied to student infractions. Students and parents fully understand that Quitman ISD may search school issued Chromebooks at any time to verify contents.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your student about values and the standards that your student should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to use their own personal device, you will need to sign the Quitman ISD Bring Your Own Device (BYOD) agreement form indicating this and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities are to:

- Provide internet and email access to its students.
- Provide internet blocking of inappropriate materials as able.
- Provide network data storage areas.
- These will be treated similar to school lockers. Quitman ISD reserves the right to review, monitor, and restrict information stored on or transmitted via Quitman ISD owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Provide student training on the appropriate use of the Chromebook by the Instructional Technology and Digital Media Center Specialist

6.3 Students are Responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Chromebook/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via Quitman Independent School District's designated Internet System is at your own risk. Quitman Independent School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Quitman Independent School District protect the computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).

- Students should always turn off and secure their Chromebook after they are done working to protect their work and information.
- **If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to notify a teacher as soon as possible.**
- Returning their Chromebook to the district at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Quitman ISD for any other reason must return their individual school Chromebook on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Internet/computer games
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Quitman ISD web filter
- Use of the camera or video to take and/or distribute inappropriate or unethical material.

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Quitman ISD may be applied to the device.
- Chromebooks that malfunction or are damaged must be reported to the district. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect, etc or are accidentally damaged will be repaired with cost being the responsibility of the student. Students are responsible for any and all damage.
- Chromebooks that are stolen must be reported immediately to the office or an administrator, and a police report must be filed.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the Student Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Quitman School District.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be subject to punishment deemed appropriate by campus administrators and in accordance with student handbooks and student code of conduct.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks may be identified in the following ways:

- Record of serial number (bar code)
- Quitman ISD Label

7.2 MAINTENANCE

During the term of issuance, the District shall be responsible for the maintenance of the property resulting from normal usage. If the property malfunctions or is damaged in any way, you must notify the District immediately, and the District will repair or replace the defective property. However, if the malfunction is the result of abuse, neglect, misuse, alterations, or modifications, you will be assessed a repair/replacement fee. (see fee schedule in section 9)

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student or parent before the District will replace the Chromebook. A copy of the police/fire report must be provided to the Principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to Chromebooks. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at Quitman ISD, that student will be subject to criminal prosecution or civil liability.

7.3 USAGE FEE

The school district will not issue a Chromebook unless this document is signed by both the student/parent and a Usage Fee of \$25 is paid. A Fee will be charged (at a higher rate) following repair or issuance of new Chromebook. (See Fee Schedule in section 9)

8. REPAIRING YOUR CHROMEBOOK

8.1 Chromebook Issuance

The Quitman ISD Chromebooks are provided to students at a fee of \$25. This fee is required for a student to be issued a Chromebook. However if the device is damaged and no longer usable or lost as a result of theft, the parent is responsible for the full replacement cost of the device or repair costs as determined by the district. The full value of a Chromebook is \$300.

8.2 Personal Devices

Students may wish to carry their own personal device. You must complete the Quitman ISD BYOD agreement form. If you choose to do so, the student's personally owned device must be enrolled in the district's electronic device management system. This ensures the district required applications and safety precautions are installed. The personally owned device would be managed during the time the student is on campus. When the student leaves

campus, management of the device is suspended.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperable, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.**

2017-2018 Freshmen, and all other entering classes thereafter, will enter into a rent to own agreement of \$25 per year. The Chromebook will be theirs upon graduation from Quitman High School in 2021.

All other classes, Sophomores, Juniors, and Seniors will pay the yearly \$25 as a usage fee and will not own the device upon graduation.

Conditions	Fees
Broken screen, other damages	User Fee assessed (1st Incident, \$30, 2nd Incident, \$40)
Destroyed Chromebook - Total Loss	First incident \$100 for replacement, \$300 subsequent incidents
Stolen Chromebook	A police report is required.

****Power adapter (\$15) and cord (\$15) are sold by the district and can be purchased by students. These items require a full replacement cost with the same exact item.**