

# Bay City ISD

## Cherry, Roberts, Holmes Elementary



## Parent/Student Guide

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## Ownership of the Chromebook

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The District retains sole ownership of Chromebooks. Chromebooks are loaned to the students for educational purposes only during the academic year and permission for use of the same may be revoked by the District at any time for a limited time or permanently based on a student's violation of District policies, procedures, and/or agreements. Possession and use of a Chromebook by a District student is a privilege, not a right.

## Optional Insurance

The District has partnered with a company to offer insurance on all chromebooks. School Device Coverage offers a policy through their website which you will use to pay and file claims since it is your policy. There is NO deductible for this plan for any accidental damage or loss. Coverage begins on the date of enrollment for the school year. For full details please visit <https://schooldevicecoverage.com/policy>

- Yearly premium is good for one school year and one student.
- No refunds will be issued.
- Insurance premiums are due within the stated window of open enrollment.
- There will not be an additional premium for the use of a Chromebook loaner. Your child's yearly premium covers their original Chromebook and any other Chromebook issued to your child for the current school year.
- Policies are unlimited, there may be multiple claims in one year.

## Fees

If you do not participate in the insurance program, you will be assessed fees based on damage to your chromebook and any lost or stolen chromebook would be charged a replacement fee.

Item	Fee
Annual Insurance - optional	set by company estimated to be \$20-35 per child per year
Damaged Chromebook - without insurance	\$75.00
Lost/Stolen Chromebook - without insurance	\$350.00

Insurance Fees will be collected through the insurance companies website. All other fees will be collected by the campus library. Any fees not paid by the due date will become a library charge and be managed the same way as damaged books and/or library fines.

## Goals for Student Users

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- To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational

resources and providing a host of tools to craft information in ways that support specific curricular areas completing assignments, projects, and other activities as assigned by teachers

## Receiving and Returning Your Chromebook

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Chromebooks will be distributed to students early in the school year. Students will receive training on proper care and use of the technology. Before the Chromebook may be issued, parent and child must complete all required paperwork:

- Bay City ISD (BCISD) Accessible Use Policy (AUP) including Digital Citizenship
- Chromebook Parent/Student Guide acknowledgment page.

### Chromebook Collection

- At the end of each school year, students will return their Chromebook. The devices will be checked and cleaned so the devices will be ready for distribution for the next school year.

### Transferring/ Withdrawing Students

- Students who transfer/ withdraw from Bay City ISD must turn in their Chromebooks and on their last day of school attendance. If a student does not return their Chromebook prior to leaving the School District, the student will be charged the full amount for replacement.

## Utilization of Chromebook

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- Chromebooks are to be used only for educational purposes at all times. The term "educational purpose" or "educational value" means use that has a direct or indirect impact on the student educational program of the Bay City ISD, which is in line with the curriculum approved by the Bay City ISD Board of Directors.

### On Campus Charging Procedures

- Students will leave their Chromebooks in a designated charging slot on a cart in their homeroom classroom.
- Students are solely responsible for charging their device at school.
- Students who take home Chromebooks will be considered an act of theft. This will be dealt with according to the Student Code of Conduct.

### Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education Google account. Students are required to log-on only to the portal provided by Bay City ISD.
- Students must never share their account passwords with others, unless requested by the building principal.

## Managing and Saving Your Digital Work with a Chromebook

- Student work must be stored in Internet based applications, such as Google Drive, and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students may choose to utilize portable storage devices (jump drive, flash drive).

## Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes, or in any other manner on a Chromebook. The presence of such media may result in disciplinary consequences.

## Sound

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

## Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work must be stored in an Internet/Cloud application, students will only print directly from their Chromebooks when given permission by the teacher.

## Operating System and Security

- Students may **not** use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

## Content Filter

- Bay City ISD utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).
- All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district.
- The District will in all other ways comply with CIPA relative to student use of Chromebooks. If a website is blocked in school, then it will be blocked out of school.

## Google Apps for Education

- Chromebooks are seamlessly integrated with the Google Apps for Education suite of productivity and collaboration tools.
- This suite includes Google Docs, Slides, Sheets, Drawings, and Forms. All work is stored in the Cloud.

## Hardware and Repairs

In accordance with District Policy, moving, repairing, reconfiguring, modifying, or attaching external devices to the computer equipment/network without proper permission or reconfiguring,

modifying, or attaching external devices to the Chromebook without proper permission is prohibited.

### **No Expectations of Privacy**

- Students have no expectation of confidentiality or privacy with respect to **any** usage of a Chromebook including but not limited to with respect to data stored on the Chromebook, on the Cloud, or on any District network, nor do they have any expectation of privacy with respect to any app installed by either themselves or the District.
- The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time, and by any means including but not limited to collecting the Chromebook, electronic remote access, or the use of monitoring software but excluding monitoring through the use of a webcam.
- The District also reserves the right to alter, add or delete any software, hardware or apps installed on the Chromebook by the District or by the student.

### **Downloaded Files**

- All pictures, materials and documents downloaded onto the Chromebooks are the property of Bay City ISD.
- Personal portable storage devices (jump drives, flash drives, etc.) may be attached to a district Chromebook. Data on the personal portable storage device is subject to review, inspection and confiscation by the Director of Technology or other district personnel.

### **Copyright and File Sharing**

- Students are required to follow all copyright laws relative to all media including text, images, programs, music, and video.
- Downloading, sharing, and posting online illegally obtained media is prohibited.

### **Webcam Security**

- Bay City ISD Technology Staff does not have the ability to remotely access and control the built-in Chromebook webcam.
- There are many third party, web-based applications that can allow camera access to the Chromebook. Please always monitor your child's activity closely.

### **Unauthorized Access and Damaging Another Student's Chromebook**

- Access to another person's account, device or computer without their consent or knowledge is considered hacking and is unacceptable (refer to Student AUP).
- If a student damages or breaks another student's Chromebook and/or charger the student who caused the damage will be responsible for all expenses related to repairs or replacement of the Chromebook and/or charger.

### **Deleting Files / Apps / Extensions**

- Do not delete or move any apps, extensions, folders or files that you did not create or that you do not recognize.
- Deletion of certain files or apps will interfere with your ability to complete certain coursework and may affect your grades.

## Monitoring Software

Teachers, school administrators, and the technology staff will use monitoring software that allows them to view the screens and activity on student Chromebooks at school.

## Terms of Agreement

Unless earlier terminated by the District, your right to use and possession of the property terminates upon withdrawal from the District.

## Taking Care of Your Chromebook

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Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be given to the Bay City ISD Technology Department through the librarian. **Never try to repair the Chromebook yourself or have someone outside the Bay City ISD Technology Department work on it as this could void the warranty and cause you to incur additional charges.**

## Protect Our Asset Tags

- Chromebooks will have School District asset tags and one or more manufacturer's labels. The labels must be left intact and visible.

## General Precautions

- **The Chromebook is school property and all users will follow the policy in the Student Code of Conduct in the section labeled Student Acceptable Use Policy (Student AUP).**
- Do not loan devices to other students.
- Do not borrow a device from another student.
- Do not share passwords or usernames.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels unless added and/or provided by Technology staff. Spot checks for compliance may be done by administrators or teachers at any time.
- No food or drink is allowed next to your Chromebook.
- Vents cannot be covered.
- Chromebooks must have a Bay City ISD inventory tag on them at all times and this tag must not be removed or altered in any way. **If the inventory tag is removed, disciplinary action may result.**
- Chromebooks must never be left in any unsupervised area.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- Students may not attempt to remove or change the physical structure of the Chromebook including keys or casing.

## Carrying the Chromebook

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

## Screen Care

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The Chromebook screens can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not grasp the screen by wrapping your hand around the screen, your thumbs could shatter the screen.
- Do not lean on top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any cleaning solvents.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. It may break the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or other objects).

## When a Student’s Chromebook is Unavailable

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A student may not keep an inoperable Chromebook in order to avoid doing class work. If a Chromebook needs repair, the student will take the Chromebook to the campus library. If a loaner Chromebook is available one will be checked out to the student after all fines have been paid. The student will be responsible for any damage or loss to the loaner Chromebook while it is in their possession.

- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device and/or charger unless they have an insurance policy.
- The librarian will contact students when their devices are repaired and available to be picked up. The “Loaner” Chromebook must be returned to the library at that time.
- If a student has purchased the insurance and the repair qualifies, the parent/guardian will need to file an insurance claim.

## Digital Citizenship

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- Be aware of what you post online. What you contribute creates a “digital footprint” for all to see.
- Follow the District’s Responsible Use Guidelines when writing or posting online.
- Be safe online. Don’t share your personal information including name, age, location or other information that can give clues to your location. Remember not everyone is who they say they are online.
- Do your own work. Follow the Copyright Law for published work including digital work such as videos and images. Complete assessments and assignments as directed by your teacher. Not doing so may result in disciplinary action.
- If you encounter inappropriate material online that makes you feel uncomfortable, tell a trusted adult such as a teacher, administrator or guardian.



- Use your Chromebook only when appropriate. The school may also identify Technology Free Zones, where your devices must be put away.
- Be Polite. Students are expected to use headphones or keep the sound on the Chromebooks muted at all times, as not to disrupt the class unless directed otherwise by the teacher.
- Inappropriate media should not be on the device. If found, you will be held responsible according to campus expectations.
- The Chromebook should not be used to take photos, to post them online and/or manipulate them in any way that violates the Student AUP.

## Music, Videos, Games, Apps, Extensions, or Programs

These guidelines must be followed in accordance with the Student AUP. Please note this is not an all-inclusive list.

- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement also violates the District's Internet Service Provider's terms of service and could lead to limitation or suspension of the District's Internet service.
- Inappropriate content will not be allowed on devices.
- Apps rated 17+ or games with an ESRB rating of Mature are not allowed on student devices. 17+ rated apps, R & NC-17 rated movies, TV-MA rated content and Explicit Content are not allowed on student Chromebooks.
- Any violation of this policy will result in disciplinary action.

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## Safe Internet Browsing

Your Chromebook is configured for safe Internet browsing. We use a content filter that filters content, even when you are not on your school network. Parents should be aware that **no filtering system is perfect**, and we strongly urge parents to supervise student browsing. Students should also note that you must still follow The District's Acceptable Use Policy no matter when or where the Chromebook is used.

## Your Chromebook Apps

All apps will be installed and updated for you automatically. Students will not have the permissions to download additional apps.

## If Your Chromebook Breaks, is Lost or Stolen

You are responsible for the security and care of your Chromebook. You will be responsible to reimburse your school \$350.00 or up to current replacement value for an irreparable, lost or stolen Chromebook, and \$45.00 for a lost/stolen/broken power adapter.

All students have the option to purchase Electronic Device Insurance to cover accidental damage and theft. See page 3 for insurance information.

### **If your Chromebook and/or its Accessories are not Functioning Properly:**

1. Take the device to the campus library to swap out the device (if one is available).
2. On the loaner Chromebook, login with your District account and allow your apps and information to sync to the device.
3. The librarian will notify you when the original device is back in working order and ready for pick-up.

### **If your Chromebook is Damaged (cracked screen, housing, etc):**

1. Take the device to the library.
2. If insurance has been purchased and the damage is deemed accidental, you will file an insurance claim. A replacement device (if available) will be issued until the damaged device is repaired and returned.
3. If there is NO insurance, the student will be responsible for paying for damages before a replacement device (if available) is given..

### **If the Chromebook is Lost:**

1. Report the loss to the librarian.
2. If you did not take the insurance, the student will be responsible for paying for all lost parts: Chromebook \$350, and power cord \$45.
3. If you have the insurance policy then you will file a claim with the company.

### **If the Chromebook is Stolen:**

1. Report the theft to the Principal and the Librarian.
2. A Police Report will be filed with BCISD Police.
3. If insurance has been purchased, you will file a claim with the insurance company.
4. If there is NO insurance, the student will be responsible for paying for all stolen parts: Chromebook \$350, and power cord \$45.
5. If a student has insurance, a loaner Chromebook (if available) will be issued until the replacement is ready.

## **Returning Your Chromebook**

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Students must return their Chromebook at the end of the school year, or when transferring out of a school. Chromebooks must be in good working order and free from physical damage. If the Chromebook is missing or damaged, a fee will be assessed according to the fee chart on page 3.

# Acknowledgment Page

I have received the 1:1 Chromebook Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made thereto. I also understand all infractions will be handled according to the student code of conduct.

Grade level \_\_\_\_\_

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student name printed

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name Printed