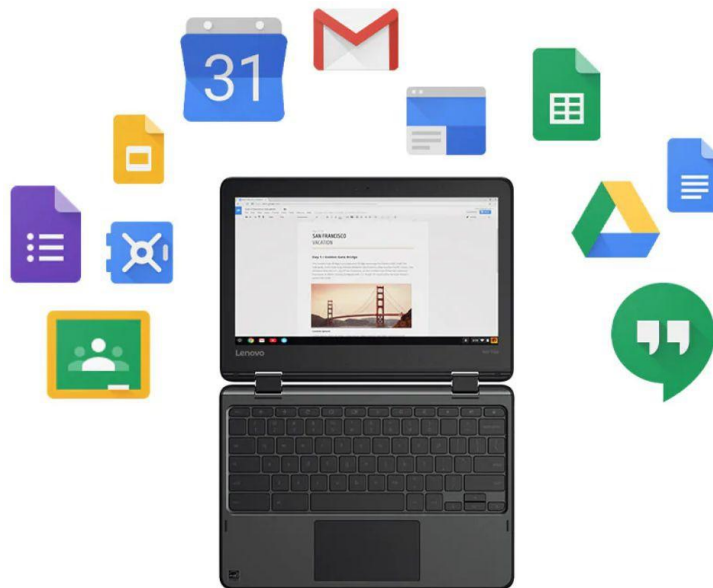


RLISD

Student Device Policy & Usage Handbook



2020-2021

Chromebook 1:1 Initiative

RLISD is providing Jr. high and high school students with a Chromebook device to use for learning and collaboration. This device is the property of RLISD. The Chromebook will allow students access to G-Suite for Education, educational web-based tools, as well as many other useful websites. The Chromebook device is an educational tool that is not intended for gaming, social networking or high end computing.

The focus of the 1:1 (1 Chromebook per student) program is to provide a device that meet the needs of today's students.

The Chromebook 1:1 Program facilitates:

- Instant access to course assignments and resources in and out of school
- Opportunities to create original work and demonstrate learning using technology tools
- Increased feedback from teachers and peers to guide learning
- Increased opportunities to engage in differentiated, individualized and personalized learning
- Enhanced opportunities for group and project based learning
- Improved student workflow through the use of technology tools
- Access to collaborative technologies to work with others locally and globally
- Access to tech tools designed to promote equity in the classroom
- Opportunity to learn and practice digital citizenship
- Increased school to home communication

Receiving Your Chromebook

1. Parent/Guardian Signatures

- a. All parents/guardians and students are expected to sign the RLISD chromebook Agreement before a Chromebook can be issued to the student. Without the signed agreement, students will not be able to take their Chromebook out of the school. Returning Your Chromebook

1. End of Year

- a. At the end of the school year, students will turn in their Chromebooks and charger. Failure to turn in a Chromebook will result in the student being charged the full replacement cost of the device.

2. Transferring/Withdrawing Students

- a. Students who transfer out of or withdraw from RLISD must turn in their Chromebook and charger to the Technology Director on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost of the device.

Repair/Replacement

Report problems with your Chromebook immediately to the Technology Director. Maintenance and repairs will be done by the Technology Director. ***Do not take District-owned Chromebooks to outside computer services for any type of repairs or maintenance. Do not attempt to alter, repair or open the Chromebook yourself.*** Similar to school textbook guidelines, damage caused by misuse or abuse of the Chromebook will be the responsibility of the student and family

Caring for Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. The District is not responsible for the safekeeping and protection of student issued Chromebooks. Chromebooks that are broken or fail to work properly must be taken to the Technology Director. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced (subject to loaner availability).

General Precautions

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks should be shut down when not in use to conserve battery life.
- Do not store your Chromebook with the screen exposed (tablet mode).
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Chromebooks have a RLISD barcode sticker to identify each device. This sticker

must not be removed, damaged, or altered in anyway.

Carrying Chromebooks

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

Screen Care

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

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open or tablet position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. papers, pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using Your Chromebook

Expectations for Use

The student Chromebook is an educational opportunity and responsibility. It allows for access to tools and resources not found in traditional offline educational materials; 24/7 access to devices is provided so students can have access to these tools and resources anytime, anywhere. Chromebooks will be used for educational purposes only and must be at school, fully charged, daily.

Timeline

Students will have 24/7 access to a Chromebook including weekends and extended breaks until late spring when the Chromebook is turned back in for the summer.

Logging into the Chromebook

- Students will log into their Chromebooks using their school-issued G-Suite for

Education (@students.rlisd.net) account.

- Students should never share their account passwords with others. In the event of a compromised account RLISD reserves the right to disable your account.

Using Chromebooks at school

- Just like textbooks, pens and notebooks, students are expected to bring their Chromebook to school every day charged and ready for use.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gymnasium, locker rooms, media center, unlocked classrooms, bathrooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- Chromebooks on loan to students having their devices repaired may be taken home.
- The Technology Director will contact students when their devices are repaired and available to be picked up.

Charging Chromebooks

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of RLISD. Spot checks for compliance will be done by administration, teachers, and Technology Director at any time.

Backgrounds and Screensavers

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.

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.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

Using your Chromebook outside of school

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

Managing and saving digital work with a Chromebook

- G-Suite for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. The G-Suite lets students create different kinds of online documents, collaborate in real time

with other people, and store documents, as well as other files, in the cloud.

- With a wireless Internet connection and their Chromebook, students can access documents and files anywhere, at any time.

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.

No Expectation of Privacy

Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

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

Updates

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebooks

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. Some applications, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment.

G-Suite for Education (@students.rlisd.net Accounts)

- Chromebooks seamlessly integrate with the G-Suite for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets, Slides, Drawings, Forms, Gmail, Groups, Photos, and many more.
- All work is stored within Google Drive

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by RLISD.

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Responsible Use policy and all of its corresponding administrative procedures at all times. If students need to sign up for specific services on their device, they should ALWAYS use their @students.rlisd.net account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact

details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
- **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential.
- District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all

license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law.

- Plagiarism is a violation of school policies. 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.

Email

- Students in need of email for academic reasons will be allowed email access through an address assigned by the district. This email access will be through the Google Gmail system managed by RLISD. These email systems are monitored by the RLISD Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration

Robert Lee ISD
CHROMEBOOK/DEVICE CHECK OUT
USE AGREEMENT

Robert Lee ISD is excited to provide the opportunity for your student to check out a Chromebook/device to use while completing assigned school work or school projects.

Please understand that prior to taking the Chromebook/device from the district, this checkout form must be signed by both student and parent. Chromebooks/device will be checked out through the Technology Department. Students **must bring the device back to the school if they move or at the end of the school year.**

Parent/Guardian Responsibilities and Permission

I am authorizing the assignment of a Chromebook/device to my child. I understand that the device is to be used as a tool for learning and that my child will comply with the Robert Lee ISD Responsible Use Policy and the Device Policy and Usage Handbook as well as the *Student Code of Conduct*. I will ensure the safe and timely return of the device within the loan period. I also understand that I am financially responsible for **any** damage to the device. If the device is damaged in any way, **I agree to pay Robert Lee ISD for repairs or replacement of the equipment.**

Parent/Guardian Name (printed)_____

Parent/Guardian Signature_____Date_____

Parent/Guardian Contact Information

(Phone)_____ (Email)_____

Student Responsibilities and Permission

I agree to take care of the device while it is in my possession. I will not give the device to another student for his/her use. I will use the device in the appropriate manner as outlined in the Robert Lee Responsible Use Policy, Device Policy and Usage Handbook as well as the *Student Code of Conduct*. I agree to return the device on time and in good condition.

Student Name (printed)_____ Grade_____

Student Signature_____Date_____

Tech. Dept. only: Chromebook/device Barcode:_____ Check Date:_____