



WALLKILL CENTRAL SCHOOL DISTRICT

WALLKILL SENIOR HIGH SCHOOL CHROMEBOOK USER AND PROCEDURE GUIDE

Introduction:

The mission of the district's 1:1 take home initiative (one Chromebook for every student) is to ensure that all students in grades 9-12 have access to the digital tools and resources to allow them to be successful learners outside of the school day. To reach this goal, we must provide our students with digital devices that can expand their learning opportunities beyond the walls of our schools.

We have witnessed the immense impact that the integration of technology in our classrooms has achieved. It has further pushed us to provide those same experiences to all of our students in grades 9-12 when they leave for the day. To foster an environment of collaboration, communication, and creativity in our children's lives, providing a technology device for our students is not just something they should have, it's something they deserve as a 21st century learner.

We believe that giving every student a Chromebook will deepen the connection between the high-quality instruction our teachers provide and the vast collection of resources, tools, and communities that exist in our children's digital worlds. This connection will allow students to become creators, inventors, innovators, risk takers, and problem solvers at a level not previously attainable without the use of technology. Our teachers are integrating more technology into their classrooms and now will have even greater opportunities to facilitate their students' learning beyond the traditional school day.

Purpose of this document:

The purpose of this guide is to provide parents and students with a thorough explanation of how the district will manage its 1:1 initiative. The success of this initiative will be strongly tied to the responsibility, ownership, and pride that our students have when they receive their Chromebook. While the district believes that technology use is critical to student success and needs to be part of the daily learning process, the ability to have a device at all times is considered a privilege that our students should not take lightly.

PROCEDURE GUIDE CONTENTS

- 1. Receiving Your Chromebook**
- 2. Expectation of Privacy**
- 3. Responsible Digital Use and Awareness**
- 4. Chromebook Distribution**
- 5. Returning Your Chromebook**
- 6. Taking Care of Your Chromebook**
- 7. Using Your Chromebook At School**
- 8. At Home Use**
- 9. Managing Your Files and Saving Your Digital Work**
- 10. Supporting Your Chromebook**
- 11. Protecting & Storing Your Chromebook**
- 12. Repairing/Replacing Your Chromebook**
- 13. Chromebook Technical Support**

1 Receiving Your Chromebook

Chromebooks, power cords and protective cases will be distributed at the beginning of September each school year. Parents/Guardians and students MUST sign and return the Wallkill Central School District 1:1 Initiative Student/Parent Agreement document and the Acceptable Computer and Internet Use Policy before the first time that the Chromebook can be issued to their child. This Chromebook Procedure Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Wallkill Central School District.

Students in grades 10-12 will receive new Chromebooks which will be reissued to students at the start of each school year through grade 12. Students in grade 9 will receive the Chromebook they used in 8th grade. Chromebooks, power cords and protective cases will be collected at the end of each school year.

All students in grades 9-12 are expected to use a school-issued Chromebook during the school day.

2 Expectation of Privacy

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the superintendent may review files, internet history logs, monitor communications/content activities, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities or individuals who access the internet via school owned computers. Chromebooks are to be used only for school activities at home.

3 Responsible Digital Use and Awareness

School issued Chromebooks connected to Wi-Fi and internet should be used for educational purposes and students are to adhere to the District's Acceptable Computer and Internet Use Policy (#8274), Internet Safety/Internet Content Filtering Policy (#8275) and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens.

4 Chromebook Distribution and Student Chromebook Training

- Students and parents must complete the WCSSD Acceptable Computer and Internet Use Policy Agreement as well as the WCSSD 1:1 Initiative Student/Parent Agreement in order for a student to receive a Chromebook. It must be signed by the students and parents and is effective for the student's entire time at Wallkill Senior High School.
- Grades 9-12 will receive a Chromebook, power cord and protective case during the first month of school.
- Students will attend a Chromebook Orientation along with digital citizenship training that will be part of the Chromebook distribution.
- Training documents and videos will be available online for students and parents to refer to.

5 Returning Your Chromebook

Individual school Chromebooks, power cords and protective cases must be returned to the Wallkill Central School District at the end of each school year. Students whose enrollment is withdrawn or terminated at WCSD for any reason must return their individual school Chromebook, power cord and protective case on the date of termination. If a student fails to return the Chromebook and/or accessories at the end of the school year or upon termination of enrollment at WCSD, the student will pay the replacement cost of the Chromebook and/or accessories. The failure to pay the replacement cost(s) will result in a theft report being filed with the proper authorities. If the Chromebook or any accessories are returned in damaged or otherwise unsatisfactory condition, a fee will be assessed to cover the repair or replacement of the device(s).

6 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 Technology Help Desk as soon as possible so that they can be taken care of properly. **Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.**

6a. General Precautions:

- Take care to protect your password. Do not share your password.
- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Chromebooks should always be carried in the closed position.
- Chromebooks and cases must remain free of any writing, drawing, or stickers that are not the property of WCSD.
- Heavy objects should never be placed on top of your Chromebook.
- Chromebooks must have a Wallkill asset tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed, disciplinary action may result.
- Chromebooks should never be left in a car, unlocked locker or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- When not in use, Chromebooks should be shut down to conserve battery life.
- If your device is in need of repair, please bring it to the Chromebook Technology Help Desk as soon as possible.
- When charging the Chromebook, avoid stressing the power port on the Chromebook by keeping the power adapter at the same height as the Chromebook.

6b. Carrying Chromebooks:

One of the best features of your Chromebook is the fact that it is portable. It enables you to take your classwork and homework wherever you go. When transporting your Chromebook please remember the tips below to help ensure it is protected from damage:

- Transport Chromebooks with care. **Do not remove the Chromebook from the District supplied protective case.**
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Chromebook lids should always be closed and tightly secured when moving.
- Take caution when placing other items (notebooks, books, lunch box, etc.) to avoid putting too much pressure and weight on the Chromebook screen. The screen is delicate and can crack easily.
- Ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard since this could damage the screen.

6c. Screen Care:

The Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

- 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 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 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 disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not use any liquid cleaning products or wipes. Other materials that can damage your screen include tissues, napkins, and paper towels.

6d. Protective Case:

The District will supply each student a protective case for his/her Chromebooks. While cases will not protect from all types of damage, it can still provide protection during normal use and provide suitable means for transporting the Chromebook to and from school. The Chromebook is required to be in the protective case at all times. **DO NOT REMOVE PROTECTIVE CASE.**

7	Using Your Chromebook at School
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- 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 expected to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be locked in lockers when not in use.

7a. Chromebooks Under Repair:

- Loaner Chromebooks (if available) may be issued to students when they leave their Chromebook for repair at the Technology Help Desk. Loaner devices may be taken home while your Chromebook is being repaired. It will need to be returned when your device is given back to you.

7b. Chromebooks Left At Home:

- If a Chromebook is left at home, the student will have the opportunity to use a loaner Chromebook from the Technology Help Desk if one is available. The loaner Chromebook must be returned before leaving school at the end of the day.
- Repeatedly leaving your Chromebook at home may result in disciplinary action.

7c. Charging Your Chromebook:

- Chromebooks must be brought to school each day fully charged.
- It is highly recommended that the District supplied power cord remain at home.
- Students need to charge their Chromebooks each evening.
- Repeatedly not having your Chromebook charged may result in disciplinary action.

7d. Backgrounds:

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

7e. Sound, Music, Games:

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

7f. Printing:

- Printing is NOT accessible from the Chromebook; digital sharing of documents is encouraged.

7g. Chromebook Use in Cafeteria:

- No food or drink is allowed next to your Chromebook.
- When all food and drink are cleared from the table, students may use their Chromebook.

8	At Home Use
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- The use of Chromebooks at home is encouraged in grades 9-12.
- Chromebook care at home is as important as in school; please refer to the care section.
- You are to transport your Chromebook in the District's supplied case.
- Students are allowed to connect to a wireless network when using their Chromebook away from school. Students' use of the Chromebook will be subject to the WCSD website filtering software even when accessing materials on a home connection. The filtering software will only affect WCSD owned devices and its use under the District's Acceptable Computer and Internet Use Policy #8274.
- A Wi-Fi Internet connection is required for much of Chromebook use; however, many applications can be used while not connected to the Internet, including Microsoft Office, PowerPoint and others.

9	Managing Your Files and Software
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9a. Saving Your Digital Work:

- Files should only be stored in your Office 365 and not in the Downloads file folder of the Chromebook.

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.

9b. Software on Chromebooks:

- Chromebooks will be managed by the District. Only District approved software will be placed on the Chromebook.

10	Supporting Your Chromebook
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Proper care and maintenance of your Chromebook will help keep a device in good working condition over the six (6) years it is in use.

10a. Updating Your Chromebook:

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operation system without you having to do a thing. This eliminates the need for time-consuming installs, updates, or re-imaging.

10b. Procedures for Restoring Your Chromebook:

- If your Chromebook needs technical support for the operating system, all support will be handled by the Technology Help Desk.
- The school does not accept responsibility for the loss of any software or documents deleted due to the reformatting and reimaging due to technical issues or an issue resulting from inappropriate use.

10c. Apps and Extensions:

- Searching for and applying most apps/extensions from the Chrome Web Store has been disabled for all students. Some mandatory apps/extensions will be automatically added.
- Some web apps will be available to use when the Chromebook is not connected to the internet.

11	Protecting & Storing Your Chromebook
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11a. Chromebook Identification:

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
 - Record of district asset tag
 - Serial number
 - School generated bar code
- Chromebooks are the responsibility of the student. This device is for your use for multiple years. Take good care of it!

11b. Account Security:

- Students are required to use their WCSD domain user ID and password to protect their accounts and are required to keep that password confidential.

11c. Storing Your Chromebook:

- When students are not using their Chromebook, they should store them in their locked locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in vehicles for security and temperature control issues.

11d. 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, gymnasiums, locker rooms, media center, unlocked classrooms, and hallways, etc.
- 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 result for leaving your Chromebook in an unsupervised location.

11e. Personalizing the Chromebook:

- Chromebooks, and their protective case, must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not property of the Wallkill Central School District. Name tags are not to be removed from the protective covers. Spot checks for compliance will be done by teachers, administrators and/or WCSD technicians at any time.

12	Repairing/Replacing Your Chromebook
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12a. Insurance Coverage:

- All District devices are covered under insurance as described below:
 - Accidental Damage [includes drops/cracked screens/liquid spills]
 - Liquid Submersion
 - Theft – Police Report Required
 - Fire/Flood damage
 - Vandalism
 - Natural Disasters
 - Power Surge Due to Lightning
- Please report all Chromebook problems to the Technology Help Desk immediately.

12b. Damaged or Lost Chromebook Costs not Covered by District Insurance:

- If the Chromebook is damaged or lost, the costs and procedures are outlined as below:
 - Students will be responsible for any fees not covered by the District's Insurance Coverage, such as lost or intentional damage to devices.
 - If a student damages a Chromebook, he/she may face disciplinary action in accordance with the Code of Conduct.
 - If damage to the device is beyond repair, the student may be responsible for the replacement value as described below in Section 12c.

12c. Lost Chromebook and Accessories:

- Chromebooks that are lost are the responsibility of the student.

- Lost Chromebooks must be reported to building administration within 24 hours of the incident.
- Students must pay the associated charges to replace the lost Chromebook and accessories:
 - Chromebook = \$250
 - Charger = Varies (based on market value)
 - Case = \$25

13	Chromebook Technical Support
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Technical support will be available at a help desk located in the HS Library and Media Center. Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- **ALL REPAIRS must be completed by TECHNICAL SERVICES**

WALLKILL SENIOR HIGH SCHOOL

1:1 INITIATIVE STUDENT/PARENT AGREEMENT

Description:

The Wallkill Central School District has adopted a 1:1 program, which will provide a Chromebook to each student in grades 9-12. These devices, along with a protective case, will be issued to students at the beginning of the school year and may be taken home. The devices are expected to be brought to school each day and must be returned at the end of the school year in its case with the charger.

Important Resources:

Resources relating to the 1:1 initiative can be found on our district website at www.wallkillcsd.k12.ny.us, located under the Technology Department Tab. The following resources are available:

- Chromebook User and Procedure Guide, and the Student/Parent Agreement
- Board of Education Policies: Acceptable Computer and Internet Use and Safety (#8274)
- Chromebook Presentation for Parents

Repairing and Replacing the Chromebook:

Be Responsible:

- **Devices must be brought to school with a full charge every day.** Repeated issues with charging will be addressed by the administration.
- Protective cases for the device will be provided and are expected to be on the device at all times.
- No stickers or writing are allowed on the device or case.
- Students must take measures to protect the device from damage or theft.
- At no time shall the device be used for unlawful or inappropriate activities.
- The device, power cord and protective case that are assigned to the student are required to be handed in at the end of the school year. The student may be charged if any of these items are missing.
- Students are not allowed to let others use their Chromebook.

Be Respectful:

- Students must follow the Wallkill Central School District's Acceptable Computer and Internet Use and Safety Policies at all times while using district issued devices.
- Violations of the Acceptable Computer and Internet Use and Safety Policies or items stated in this document will be addressed by the school administration to determine the proper course of action.
- No right of privacy exists in the use of devices provided by the school.

Please initial beside each statement acknowledging that you agree to the statements below.

Student	Parent	
N/A		The parent attended the Parent Chromebook and User Guide Workshop or has viewed the online presentation.
		The student is completely responsible for the device and its accessories while it is checked out and will not be permitted to loan the device or accessories to anyone else.
		If the Chromebook is damaged, it must be brought to the Technology Help Desk for repair as soon as possible.
		The student will bring the Chromebook, fully charged , to school on a daily basis . In addition, the Chromebook will be in its protective case at all times.
		The student agrees to return the Chromebook and its case, in the same condition in which it was checked out, on or before the last day of the school year and, if applicable, no more than two (2) days after withdrawing from the Wallkill CSD. Failure to return the device may result in the device being reported to the local authorities as being stolen.
		The student and parent have read and understand the Chromebook User and Procedure Guide and the Wallkill CSD Acceptable Computer and Internet Use Policy (policy #8274).
		The student and the parent understand that inappropriate and irresponsible use and conduct while using the Chromebook and/or other technology resources and/or school network shall result in disciplinary action. The student agrees to be a responsible digital citizen and user, and will conduct herself/himself appropriately while online.

Student Name (print name):_____ Grade in 2018-2019:_____

Student Signature:_____ Date:_____

Parent Signature:_____ Date:_____

If any of the statements above are not initialed, your child will not receive a Chromebook. In addition, your signature will be valid through the duration of your child's attendance at Wallkill Senior High School.