

**Water Valley Independent School
District
2021-2022**



**Student/Parent Chromebook Handbook
and Acceptable Use Policy**

Dear Students and Parents:

Technology has provided the opportunity to make our world more efficient. In Water Valley, our students have been blessed with technology tools to make them competitive in a global environment; therefore, we believe we must learn how to use technology to promote teaching and learning and gain knowledge of how to respect the power of technology and use it properly.

Water Valley ISD is entering the third year of providing a Chromebook initiative to our students. This equipment has been provided through a grant program with the Texas Education Agency. In measuring the value of providing technology to students, the question is, "will this initiative make a difference for our students?" It was determined that the value of the technology will be seen in both our graduates in college and those in the workforce, and in our current students in their skill level, engagement, improved skills in problem solving, and the curiosity and astuteness of the students. Technology is not meant to replace the teacher; the Chromebook is meant to act as a tool to assist with teaching and learning. Just as the blackboard served a purpose in its day, so now does the smartboard. Just as the typewriter met our needs, so now does the computer.

Daily instruction with the Chromebook involves accessing online textbooks, educational programs to improve individual skills, accessing libraries at colleges, college classes, research, databases, and many other electronic opportunities. Daily instruction also involves accessing an area called Google Classroom. Google Classroom is an online tool that allows students to collaborate with teachers and other students at WVISD in a safe and filtered environment.

The Acknowledgement Form at the end of this Handbook must be signed by each student and a parent and be submitted to the Water Valley ISD Administration prior to receiving the Chromebook. **Those eligible to checkout a Chromebook (7th – 12th grade students) will have to pay a \$40 security deposit.**

Sincerely,

Fabian Gomez, Superintendent

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Disclaimer and Accessibility Statement

If you have a disability that prevents any information contained in this document from being usable, please contact the district administration.

Terms of the Chromebook Loan

The student shall pay an annual insurance cost of \$40 and shall comply at all times with this Handbook. The District may require return of the Chromebook at any time.

Term of Agreement: The student's permission to use and possess the Chromebook automatically terminates upon the last day of the school year or upon the student's withdrawal from the District, whichever is earlier. Students who pay the annual security deposit for four or more years will be given title to the Chromebook upon graduation from Water Valley ISD.

Title: The District is the owner of the Chromebook and maintains legal title to the Chromebook. The student's possession and use of the Chromebook is limited to and conditioned upon their full and complete compliance with this agreement and this Handbook.

Retrieval: If the student does not timely and fully comply with all terms of this agreement and this Handbook, including the timely return of the Chromebook, then the District will be entitled to declare the student in default and take all actions reasonably necessary to retrieve the Chromebook.

Chromebook Use & Insurance Cost: Students shall pay a \$40 insurance cost in order to use the Chromebook. Students assigned to the Disciplinary Alternative Education Program (DAEP) will NOT be allowed to take the device home or to DAEP.

No Loaning or Borrowing Chromebooks

- Students shall NOT loan Chromebooks or other equipment to other students.
- Students shall NOT borrow a Chromebook from another student.
- Students shall NOT share passwords or usernames with others.

Chromebook Financial Hardships

If the annual insurance cost creates a financial hardship, please contact the campus administration about options regarding payment of the insurance. Please note that this will not restrict the student from using the Chromebook that they are assigned.

Loss or Damage: If the Chromebook is damaged then the student and parent are responsible for reporting the incident to the District as soon as possible. The insurance cost will allow for the Chromebook to be replaced free of charge one time during the school year. If the Chromebook is stolen or lost, the student will not receive another Chromebook. The insurance only covers damaged or malfunctioning Chromebooks.

- The District may charge the student the full price of the Chromebook if the student deliberately damages or vandalizes the Chromebook.

Student Material

Students will have storage in their Google accounts via Google Classroom to store any assignments or data. Access to this is via their student login information. Students can save important items in this area that they can access from anywhere with an internet connection.

Classroom Assignments and Websites

Many classes will have online assignments posted in the Google Classroom, which can be accessed through any computer with internet access. Students should talk with their teachers about the availability of coursework and assignments with this tool. Regardless of the point of access, Google Classroom is monitored and controlled by the District.

Transporting Chromebooks Students must carry their Chromebook in the protective bag provided by the District. If it is carried in a bag, the Chromebook must be closed with the screen facing the keyboard so that the glass is protected. Students are responsible for their assigned Chromebook at all times.

Acceptable Use Policy for Chromebooks

General Guidelines

- All users are expected to be polite, use appropriate language, not reveal personal data (their own or that of others), and generally be upstanding online citizens.
- All users shall follow existing copyright laws.
- Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher or administration immediately and without discussing it with other students.
- Students may only communicate with school personnel through Google Classroom or other District-approved methods.
- Any music, games, or programs downloaded or streamed on the Chromebook must be appropriate as per District policy. Violent games may not be downloaded to the Chromebook.

- During the class period, student use of computers, other technology hardware, software, and computer networks, including the internet, is only allowed when permission has been granted by the teacher.

Unacceptable use of the Chromebook includes, but is not limited to, the following:

- Using the Chromebook for illegal activities, including: copyright, license or contract violations; downloading inappropriate materials, viruses, and/or software; hacking; or creating or using proxy services to gain access around the District's firewall.
- Using the Chromebook for financial or commercial gain, advertising, or political lobbying.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the Chromebook.
- Transmission of any material which is in violation of any federal or state law. This includes: confidential information; copyrighted material; threatening or obscene material; and computer viruses.
- Revealing the personal data of another person.
- Invading the privacy of other individuals.
- Using another user's account or password, or allowing another user to access your account or password.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning, slanderous, or profane language.
- Falsifying permission, authorization, or identification documents.

E-Mail

- The school will provide students with their own email address.
- E-mail transmissions, stored data, transmitted data, or any other use of the Chromebook may be monitored at any time by District staff to ensure appropriate use.
- All e-mails and all contents of the Chromebook are property of the District.
- Unauthorized use of another individual's e-mail address, etc. to send, receive, or read electronic mail is prohibited.

Technology Offenses and Disciplinary Actions

The student is responsible at all times for the appropriate care and use of the Chromebook. Noncompliance with the guidelines published in this Handbook, in the Student Code of Conduct, and in Board Policy may result in disciplinary actions in accordance with the Student Code of Conduct. Electronic mail, network usage, and all stored files are not confidential and may be monitored at any time by the District. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, and should be blocked on each device through Securly® outside of the District network, such as at home. Just as with use prior to the Chromebook, parents may want to restrict home access and should still monitor the students' use as no filter is perfect. Students are in violation of District policy if they access these sites through proxies. Additional Sources of Internet Safety Information:

- ❖ FBI Parent's Guide to Online Safety: <https://www2.fbi.gov/publications/pguide/pguidee.htm>
- ❖ Internet Safety: <http://www.isafe.org>
- ❖ NetSmartz: <http://www.netsmartz.org>

Online tips to discuss with your student:

- Never give out any type of personal information to anyone on the Internet (including name, address, phone, age, family income, friend's names, school location, photos, etc.)
- Never use your parent's credit card on the Internet without their permission and supervision. Credit cards should never be used on sites that are not secure.
- Never share passwords with anyone. When selecting passwords to use on the Internet, do not pick something that could easily be figured out or deciphered or is a common term.
- Never arrange a face-to-face meeting with anyone you have met on the Internet. People you meet in a chat room may not be who they appear to be; Sally who says she's 12, can really be Bob who is 45.
- Never open emails if you do not know who they are from or if they make you feel uncomfortable in any way. Unsolicited e-mail that is opened could give you a virus and be the cause of unwanted mail (spam).
- Never click on banner ads in a site. Most of the time, they will add your address to a database and you will receive unwanted spam mail.

- Never use bad language or send mean or threatening email. Never joke around about inappropriate things when emailing others. Likewise, never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
- Never upload (post) pictures of yourself or your friends/family to the Internet or online service to people you do not personally know.

Student Pledge for Chromebook Use

1. I will take great care of my Chromebook.
2. I will never leave my Chromebook unattended or in an unsecured area.
3. I will never lend my Chromebook to anyone.
4. I will charge my Chromebook's battery daily.
5. I will keep food and beverages away from my Chromebook since they may cause damage to the unit.
6. I will take my Chromebook to the teacher or District administration for all problems.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will keep my Chromebook in the protective bag when transporting my Chromebook to another class or taking it home.
9. I will only use my Chromebook in ways that are appropriate and educational.
10. I will not place decorations (stickers, markers, etc.) on the Chromebook or cover.
11. I will understand that my Chromebook is subject to inspection at any time without notice and remains the property of Water Valley ISD.
12. I will follow the policies outlined in Water Valley ISD's Acceptable Use policy while the Chromebook is in my possession and/or being used.
13. I will file a police report in case of theft or vandalism and will report the incident to the District immediately.
14. I will be responsible for all damage or loss caused by neglect or abuse and will not damage another student's device.
15. I agree to return the Chromebook and all accessories (power cords, cover, etc.) in good working condition immediately upon request by the District.
16. I understand that I may use the Chromebook to connect to the Internet at home. Water Valley ISD is not responsible for providing an Internet Service Provider.

Acknowledgement Form

We hereby acknowledge receipt of a copy of the Water Valley ISD Student/Parent-Guardian Chromebook Handbook and Acceptable Use Policy (booklet). We agree to read the booklet and abide by the standards, policies, and procedures defined or referenced in this document.

We understand the information in the booklet is subject to change, and that changes in District policies may supersede, modify, or render obsolete the information summarized in the booklet. As the District provides updated policy information, we accept responsibility for reading and abiding by the changes. We understand that we have an obligation to inform the District of any changes in personal information such as phone number, address, etc., and accept responsibility for contacting the District Administration if we have questions or concerns or need further explanation.

Parent/Guardian Responsibilities and Permission

I authorize 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 WVISD Student/Parent Chromebook Handbook and Acceptable Use Policy. I will help ensure the timely return of the device within the loan period, I understand that I am financially responsible for any willful or malicious damage to the device, and I understand that my child may lose privileges if there is a violation of the Chromebook Manual and Acceptable Use Policies.

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____ Date _____

Student Responsibilities and Permission

I agree to follow the WVISD Student/Parent Chromebook Handbook and Acceptable Use Policy and to take care of the device while it is in my possession. I will not throw, drop, or damage it in any way, nor give the device to another student for his/her use, and will use the device in the appropriate manner. I agree to return the device in good condition at the conclusion of the school year or upon my withdrawal from Water Valley ISD, whichever is earlier. I also understand that should I violate any of the conditions listed above or in the WVISD Student/Parent Chromebook Handbook and Acceptable Use Policy, I will be subject to consequences outlined in the same booklet.

Student Name (printed) _____

Student Signature _____ Date _____