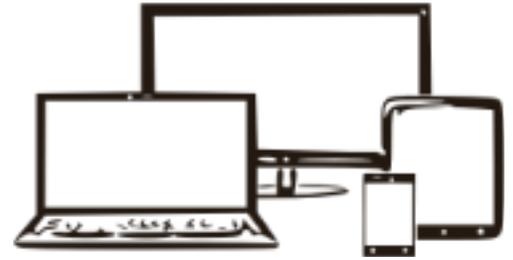


Wautoma Area School District

Grade 4-8 1:1 Handbook

2018-2019



Wautoma Area School District Technology Vision

Creating digital technology learning with higher level application opportunities for the success of our students at the career and college level.

Wautoma Area Schools Grades 4-8 Technology Vision

Provide students and staff tools and opportunities to incorporate technology as an integral part of education.

1:1 Technology Initiative Rationale

The staff and administrators at the Wautoma Area Schools Grades 4-8 have noticed the trend with today's digital technology. In order to provide our students with 21st Century skills and opportunities, the decision was made to provide each student with a device for their daily learning.

The learning opportunities possible with Chromebooks promote students to use important life skills including planning and organization, creativity, problem solving and analyzing. The use of Chromebooks can provide an individualized learning environment, where students can work at their own pace and at their own level.

Device

The individual use of the Chromebook is a way to empower students to learn at their full potential and to prepare them for the real world of post secondary school and/or the workplace. The Chromebook is a "Next Generation" device that makes learning more engaging and accessible.

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Wautoma Area School District Technology Vision

1:1 Technology Initiative Rationale

Device

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1. Chromebook Distribution and Check-In

1.1 Chromebook Distribution

Chromebooks will be distributed the first day of school. Orientation sessions will be offered to parents and students before the school year begins. Before receiving the Chromebook, students and parents/guardians must sign and return the following papers:

- [Chromebook Expectations](#)
- Acceptable Use Policy (District Policy)
- [Home permission slip](#)
- [13 and under permission slip](#)

1.2 Chromebook Check-in

Chromebooks will be returned during the final week of school. Any Chromebooks not returned will be considered stolen property and local law enforcement officers will be notified.

1.3 Chromebook Fines

Chromebooks must be returned to Wautoma Area Schools at the end of each school year. Students who withdraw, are suspended or expelled must return their Chromebook on the date of withdrawal. Failure to return the Chromebook or pay the scheduled fine by the date set by Wautoma Area Schools Administration will result in a report being filed with the Waushara County Sheriff's Department.

2. Chromebook Care

Students are responsible for the general care of the Chromebook. If a Chromebook fails to work properly or breaks, it should be brought to the Library Media Center. District owned Chromebooks cannot be taken to an outside computer service center for any type of repairs or maintenance.

2.1 Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook covers should always be closed and tightly secured when being carried.
- Do not carry other items on top of the Chromebook.
- Chromebooks should never be lifted by the screen or lid.
- Wautoma Area Schools Grade 4-8 recommends purchasing a carrying case for transporting the Chromebook.
- Do not place other items in the carrying case with the Chromebook.

2.2 Screen Care

Chromebook screens can be easily damaged and are particularly sensitive to pressure applied to them.

- Do not lean on the Chromebook when it is open or closed.
- Do not place objects on the Chromebook.

- Do not place items on the keyboard before closing the cover (pens, markers, disks, etc)
- Do not touch the screen with fingers.
- Do not poke the screen with items that can scratch or damage it.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

3. Chromebook Use at School

The Chromebook is intended for use at school each day. Students are responsible for bringing their Chromebook to all classes every day, unless specifically told not to do so by the teacher. The Chromebook is property of Wautoma Area School District. Therefore, school staff and administration have the right to check any material stored on a student's Chromebook at any time.

3.1 Chromeroom

Chromebooks will be stored and charged overnight in carts in "Chromerooms". In the fourth and fifth grade, the students' Chromeroom will be their teacher's classroom. In sixth, seventh and eighth grade students will be assigned a Chromeroom in their grade level.

3.2 Chromebook Repairs

Students will be given a loaner Chromebooks for use while their assigned Chromebook undergoes repairs. Students will be responsible for any damages to the loaner device. Any damages done to the loaner device will not be covered under technology insurance.

3.3 Chromebook Images

Inappropriate media may not be used as a background, screensaver or profile photo. The presence of guns, weapons, inappropriate language, pornographic materials, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.

3.4 Printing

A printer within Wautoma Area Schools Grade 4-8 will be available for all district Google accounts.

3.5 Account Access and Passwords

Students will only be able to login with their school issued Google accounts. Personal logins will not be accessible on the Chromebooks. Students should protect their passwords by not sharing them with anyone.

4. Chromebook Use at Home

4.1 Expectations

Although each student at Parkside School will be issued a chromebook for use at school, there will be an opportunity for students to “check-out” chromebooks at the end of the day to use after the school day for homework purposes.

The following guidelines and expectations that are in place for school use, still pertain to use outside of the school day:

- [Expectations and Consequences](#)
- [Insurance and Charges](#)
- [Wautoma and Redgranite WiFi locations](#)

Important facts:

- The filter will still be enabled when the Chromebook leaves the building.
 - Only WASD students and staff will be able to login
- Wireless access is needed to utilize the device
- Any damages occurred will be the responsibility of the family, the insurance will not cover these.

Students may only checkout Chromebooks, with a signed [parent permission slip](#) on file.

4.2 General Precautions

- The Chromebook is property of Wautoma Area School District. All users will follow board policies for technology and acceptable use of the internet and technology.
- Keep food and drink away from the Chromebook at all times.
- Cords, cables and removable storage devices must be inserted and removed carefully to prevent damage to those ports.
- Chromebooks should never be carried or stored with cords or removable storage devices plugged in.
- Chromebooks must remain free of any writing, drawing, stickers or labels that are not property of WASD. Vents cannot be covered.
- Chromebooks should never be left unsupervised or in a car because it could be stolen or overheat.

4.3 Charging your Chromebook

If students have permission to checkout and take home a Chromebook, Chromebooks must be brought to school fully charged each day. If a Chromebook’s battery needs to be charged, a loaner device must be checked out from the Library Media Center. To prolong battery life, it is suggested to power off your Chromebook if you will not be using it for an extended period of time.

4.4 Chromebook Left at Home

If a student repeatedly leaves his/her Chromebook at home, he/she will be referred to administration for disciplinary action.

4.5 Damage done at home

Students and families are responsible for all damage done at home. The Chromebook must be brought back to school for repairs. However, families will be responsible for all charges.

4.6 Home Internet Access and Filtering

Internet access is not provided for home use. School district supplied Internet or wifi filtering is built into the Chromebook connections. The devices will be filtered according to school policies. Do not assume that filtering covers all issues/all sites. Home use should always be monitored by an adult. Home use history will be monitored and logged.

5. Chromebook Operating System

5.1 Operating System and Updates

Chromebooks use the Chrome operating system created by Google. Additional software, such as iTunes and Microsoft Word, cannot be added to the Chromebook due to lack of hard drive space. It is good practice to power down the Chromebook at night so updates may occur when it is turned back on.

6. Acceptable Use Policy

The Wautoma Area School District Acceptable Use Policy can be found on the district website. All students are expected to follow this policy when using Technology.

7. Protecting and Storing Your Chromebook

7.1 Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password

Chromebooks are the responsibility of the student. This device will be yours for the duration of the school year. Take good care of it.

7.2 Chromebook Storage - Grade 4 and 5

Chromebooks will be stored in a mobile cart that will travel with students to their classrooms. Students will not be responsible for transportation between rooms. However, students are expected to carry Chromebooks appropriately within the classroom.

7.3 Chromebook Storage - Grade 6-8

Students will be issued their Chromebook at the beginning of the day, and are expected to travel responsibly throughout the day. It is also expected that Chromebooks will be brought to every class, unless specified by the teacher. When students are not using their Chromebook, they should store them in their LOCKED locker, on the top shelf. Nothing should be placed on top of the Chromebook when stored in the locker. At the end of the day, Chromebooks will be returned to the Chromeroom for overnight charging and storage.

7.4 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include school grounds, lunchroom, computer lab, locker rooms, library, lobbies, hallways and unlocked classrooms and lockers. Any Chromebooks left in these areas are in danger of being stolen or damaged. Students are responsible for stolen devices. Any lost devices will be taken to the Library Media Center for identification.

8. Chromebook Repair and Replacement

8.1 Basic Maintenance

Basic repairs will be done in the Library Media Center by trained staff and students.

8.2 Insurance

Students will be charged a yearly insurance of \$25. This fee will cover basic maintenance, however intentional damages will be charged an additional cost. If the damage is deemed intentional, by Wautoma Area Schools Grade 4-8 staff and administration, the specific charges are listed below.

	Samsung 5 Samsung 300 Acer C720	Lenovo N21 Asus
Chromebook replacement	All devices will be replaced with the current best model available. Currently the Lenovo N21 -- \$240 Asus -- \$205	
Power adapter - an additional cord may be purchased for home use	\$40.00	\$48.00
Battery - wouldn't be accidental	Up to \$50	Up to \$50
Motherboard	Up to \$110	Up to \$100
LCD Screen	\$45	\$45
Housing (Case)	\$20 - \$55 per part	\$20 - \$55 per part
Keyboard Keys	\$8	Up to \$10
Rotatable camera	N/A	Price unavailable

9. Technical Support

9.1 Tech Ninjas

A group of 8th grade students will be trained as “Tech Ninjas”. They will work with the Library Media Specialist to support the 1:1 initiative.

9.2 Technical support

Technical Support will be available in the library. Services provided include the following:

- Hardware maintenance and repair
- User account support
- Distribution of loaner Chromebooks
- All Repairs **MUST** be made by Wautoma Area Schools. Chromebooks cannot be taken to other repair shops.

10. Chromebook FAQ's

Q: What is a Chromebook?

A: Chromebooks are lightweight mobile devices that allow users to access the web. They include a full size keyboard, trackpad, full size screen, long battery life, and Wi-Fi accessibility. Chromebooks are ideal for anytime and place that wireless Internet is available. The low maintenance Chromebook provides a fast, safe and secure online presence for the user.

Q: What kind of software does a Chromebook run?

A: A Chromebook uses web enabled extensions. A Chromebook is a web-based device that does not support software. For example, Microsoft Word is not a useable program on a Chromebook

Q: How are these web based applications managed?

A: Each Chromebook we provide to students will be managed by WASD. Members of Wautoma School District's Information and Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web applications as well as block specific web applications from a centralized management console.

Q: What devices can I connect to a Chromebook?

A: Chromebooks can connect to:

- USB storage, mice and keyboards
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earbuds and microphones

Q: Can the Chromebook be used anywhere at anytime?

A: Yes, a chromebook can be used anywhere with a wireless internet connection.

Q: Do Chromebooks come with Internet Filtering Software?

A: Chromebooks do not automatically come with Internet filtering software. However, our district Chromebooks are programmed to always use our filters whether at school or at home or elsewhere.

Q: Is there antivirus built into it?

A: It is not necessary to have antivirus software on Chromebooks because there are not running programs for viruses to infect.

Q: How long is the battery life?

A: Chromebooks have a rated battery life between 6.5-9 hours. Battery life will diminish over time.

Appendices

Appendix A: Chromebook Expectations and Follow Up

It is the philosophy of Parkside School that students must have their Chromebooks charged and ready for class use each day. If students are not prepared, a loaner Chromebook will be issued. Also, if accidental damage occurs to a student's Chromebook, a loaner Chromebook will be issued. Documentation will be kept of each incident, and consequences may result. Each student's infractions will be reset after each quarter. Students will be sent to the office for inappropriate handling that does not result in damages.

	1st Infraction	2nd infraction	3rd infraction	4th infraction	5th infraction
Chromebook forgotten at home	Verbal Warning	One detention	Two detentions	Three detentions	Four detentions
Chromebook not charged	Verbal Warning	One detention	Two detentions	Three detentions	Four detentions
Do not return chromebook to chromeroom	Verbal warning	One noon detention	Three noon detentions	After school detention	3 after school detentions
Borrow or lend chromebook from/to someone else	Verbal warning & record infraction on ED Violation Report	One detention & record infraction on ED Violation Report	Three detentions & record infraction on ED Violation Report	After school detention & record infraction on ED Violation Report	Three noon detentions, after school detention & record infraction on ED Violation Report
<u>Intentional Damages</u>					
Chromebook damage that results in a repair cost	Three detentions - pay for damage	ISS one day - pay for damage	ISS & three after school detentions - pay for damage	OSS, meeting with parent(s) and student - pay for damage	
Chromebook misuse that does not result in a repair cost, such as removing a key	One noon detention	One after school detention	Three after school detentions	Five after school detentions	ISS

Appendix B: Chromebook Insurance and Charges

Students will be charged a yearly insurance of \$25. This fee will cover basic maintenance, however intentional damages will be charged an additional cost. If the damage is deemed intentional, by Parkside School staff and administration, the specific charges are listed below.

	Samsung 5 Samsung 300 Acer C720	Lenovo N21 Asus
Chromebook replacement	All devices will be replaced with the current best model available. Currently the Lenovo N21--\$240 Asus -- \$205	
Power adapter - an additional cord may be purchased for home use.	\$40.00	Not currently available
Battery	This wouldn't be accidental.	
Motherboard	Up to \$110	Not currently available
LCD Screen	\$45	Not currently available
Housing (Case)	\$20 - \$55 per part	Not currently available
Keyboard Keys	\$8	Not currently available
Rotatable camera	N/A	Not currently available

Appendix C: Area Businesses with WiFi

Wautoma

Business	Internet - No	Internet- Yes	Type
Christianos		X	Free with passcode
Culvers		X	Open
Dairy Queen		X	Open
Doggers		X	Free with passcode
El Popo		X	Free with passcode on menu
Farm Market	X		Not available to the public
Lakeshore		X	Open
McDonalds		X	Open
Moose Inn		X	will have with Charter within the month
Silvercryst		X	Open - spotty, but good in bar and hotel
Subway	X		None
Taco Johns		X	Open
Wautoma Public Library		X	Open

Redgranite

Business	Internet - No	Internet- Yes	Type		
B&R Diner		X	passcode for patrons		
Curve Inn	X				
Redgranite Public Library		X	Open	available from parking lot	open MWF until 6 open Tues. until 5 have some hours on Sat.
Subway		X	Open		