

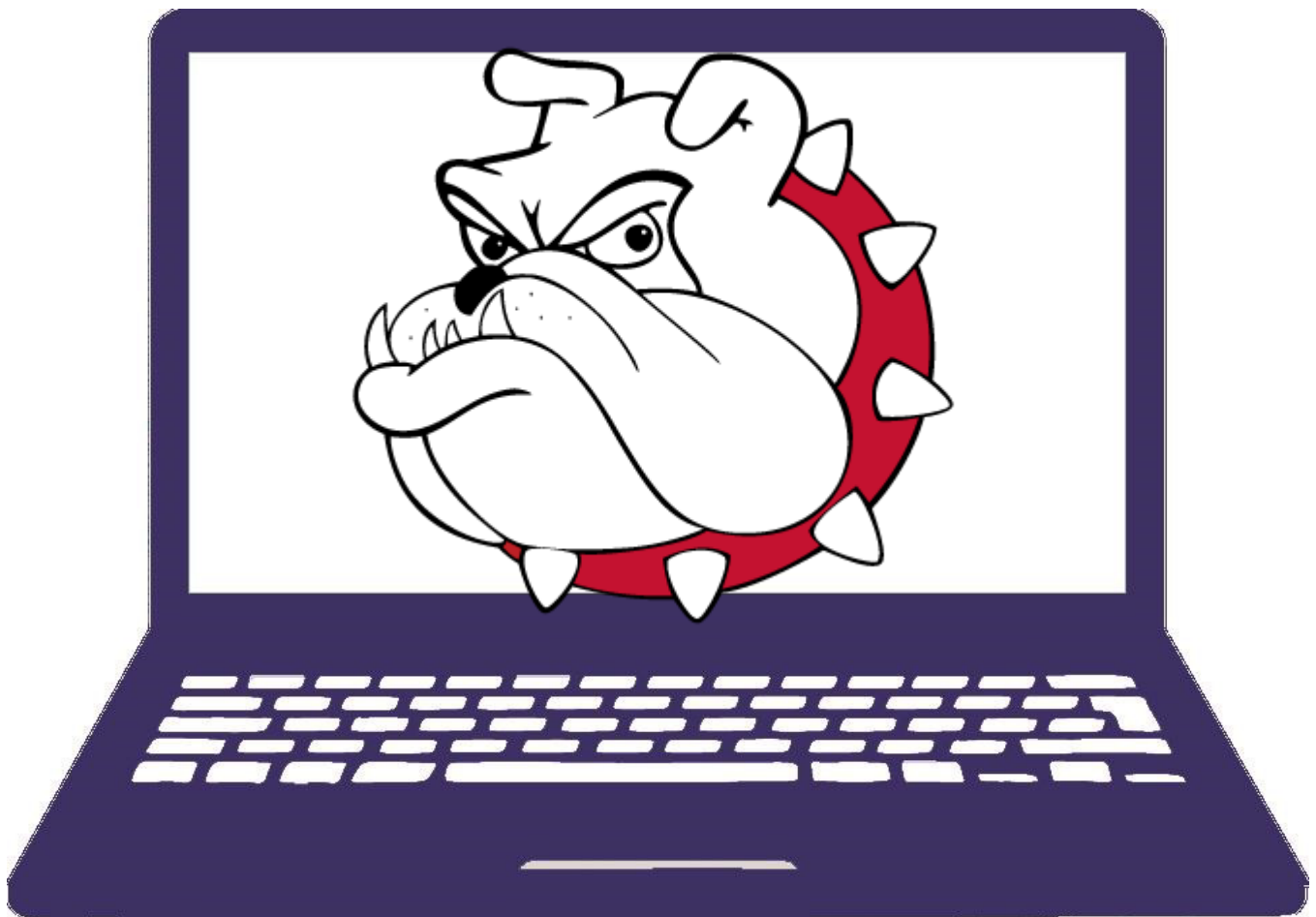
# **COLMESNEIL ISD**

Chromebook Handbook

Acceptable Use Policy

Internet Safety Policy

2022-2023



## Contents

Chromebook Handbook.....	3
Colmesneil ISD Chromebook 1:1 Program .....	3
Student Chromebook Pledge.....	3
General Information .....	3
Chromebook Check-in and Check-out .....	3
Repair .....	4
Device Prices .....	4
Loss or Theft.....	4
Chromebook Use.....	4
General Use .....	4
Charging Your Battery .....	5
Screen Care.....	5
School Use.....	5
Chromebook Management .....	5
Media, Sound, and Games .....	5
Home Internet Access.....	5
Saving to the Chromebook .....	5
Network Connectivity .....	6
Apps and Extensions .....	6
Inspection .....	6
Chromebook Operating System Updates .....	6
Parent/Guardian Responsibilities .....	6
Acceptable Use Policy.....	6
Internet Acceptable Use Policy .....	6
Internet--Terms and Conditions of Use .....	7
Internet Safety Policy .....	8
Part 1 – Children’s Internet Protection Act.....	8
Part 2 – Pieces of our Acceptable Use Policies.....	9
Network Use.....	9
Security.....	10
Personal Security .....	10
Copyright.....	10
Filtering and Monitoring .....	10
General Use .....	10

# Chromebook Handbook

## Colmesneil ISD Chromebook 1:1 Program

The focus of the 1:1 (1 Chromebook per student) program in Colmesneil ISD is to provide equipment and resources that meet the needs of today's students. The Chromebook 1:1 Program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

The information within this document applies to the 1:1 Chromebook Program for incoming 1<sup>st</sup> – 12<sup>th</sup> grade students that attend Colmesneil ISD. Please note that teachers may set additional requirements for use in their classroom.

## Student Chromebook Pledge

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to others.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will be responsible for any damage caused by food or drink to my Chromebook.
7. I will not disassemble any part of my Chromebook or attempt any repairs. 8. I will protect my Chromebook by only carrying it in the CISD-issued case.
8. I understand that my Chromebook is for educational use.
9. I will not deface my Chromebook (no stickers, writing, engraving, etc.)
10. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Colmesneil ISD.
11. I will notify the school immediately in case of theft or vandalism.
12. I will be responsible for all damage or loss caused by neglect or abuse.
13. I agree to return the Chromebook, case, and power cords in good working condition at required check-ins (i.e. withdrawal from school or summer).
14. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

## General Information

### Chromebook Check-in and Check-out

1. Chromebooks will be distributed each fall after the required parent and student forms have been signed and returned and the insurance fee is paid. Parents and students must sign and return the Chromebook Agreement and pay the insurance fee before the Chromebook will be issued.
2. Students will keep the same Chromebook throughout their elementary grades and then, a new one for their JH/HS career.
3. WITHDRAWAL: If a student withdraws from Colmesneil ISD, the Chromebook, charger, and case will be returned at the time of withdrawal. Students can be held responsible for paying for any damages to the

equipment, not to exceed the replacement cost of the Chromebook. Failure to return the Chromebook, charger, and case may result in a warrant for arrest on theft charges.

## **Repair**

Chromebooks that are broken or fail to work properly must be taken by the student to the technology director in a timely manner. Any repairs that are not due to misuse or damage will be covered without cost. If the Chromebook must be sent off for repair, a temporary replacement will be provided for the interim.

### ***Device Prices***

#### HP Chromebook 11 G7 EE, Lenovo N22, Lenovo 100e

- Device: \$200
- Charger: \$40
- Device Case: \$45

#### Lenovo 300e

- Device: \$290
- Charger: \$40
- Device Case: \$45

### ***Loss or Theft***

1. Students (or parents) must contact the office if there is loss or theft of the Chromebook that has been issued to that student. If a theft has occurred outside of school, a copy of a police report must be provided to the district in order to activate an insurance claim.
2. Students who lose or have their Chromebook stolen could be required to pay the full replacement cost of the device.
3. If a Chromebook is lost, students must report the loss immediately to the office so that the device can be tracked for recovery.

## **Chromebook Use**

### ***General Use***

1. Use caution when eating or drinking near your Chromebook.
2. Cords, cables, and removable storage devices must be inserted CAREFULLY into the Chromebook to prevent damage.
3. Chromebooks must be in the CISD-issued case at all times.
4. Students should never carry their Chromebook while the screen is open.
5. Do not stack ANY books, heavy materials, etc. on top of the Chromebook in your locker or backpack. Anything placed on the Chromebook may cause damage.
6. Do not close the Chromebook with anything inside it (pencil, etc.). This can cause screen damage.
7. Chromebooks may be stored in the student's locker with a LOCK SECURELY FASTENED. Nothing should be placed on top of the Chromebook when stored in the locker.
8. Students need to take their Chromebooks home with them every night to charge them. Chargers should be left at home. The charger is the responsibility of the student.
9. If a student is attending a school-sponsored activity (either off campus or after school), he/she should secure the Chromebook in a locker or teacher-designated area.
10. Chromebooks should not be left unattended, particularly in the cafeteria, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds.
11. Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.

### ***Charging Your Battery***

1. Average battery life should be 9 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the office for repair.
2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend the battery life.
3. Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening. Students who do not bring their Chromebooks to class charged may be given an alternate assignment.

### ***Screen Care***

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not place anything in the carrying case that will press against the cover.
3. Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning. Do not spray anything directly on the Chromebook.
4. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

### ***School Use***

1. Chromebooks are intended for use at school each day. In addition to teacher expectations for
2. Chromebook use, school messages, announcements, and calendars may be accessed using Chromebook. Students are responsible for bringing their Chromebooks to all classes, unless specifically instructed not to do so by their teacher.
3. If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebooks present.

## **Chromebook Management**

1. Only the CISD student who is assigned to the Chromebook is allowed to log into that Chromebook.
2. CISD Chromebooks are managed by CISD. Chromebooks may be taken up and examined at ANY time by CISD administration.

### ***Media, Sound, and Games***

1. All photos (including desktop background) and videos must meet District Acceptable Use Guidelines.
2. Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, etc.) will result in disciplinary action and may also result in a loss of Chromebook privileges.
3. Music and games must serve an educational purpose and meet the Acceptable Use Guidelines.
4. Use of media, sound, and games must be in accordance with classroom procedures.

### ***Home Internet Access***

1. Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access resources needed to complete their school work.
2. If you have trouble connecting a Chromebook to your home network, contact your internet provider.
3. Chromebooks are content filtered no matter what network they are on. Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.

### ***Saving to the Chromebook***

1. Student work will be saved in the student's Google Drive. Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook. There is also limited access to Drive files on tablets and smart phones.

2. Files that are saved locally on the Chromebook (downloaded PDF's, for example) are only available on that Chromebook.

### ***Network Connectivity***

1. Colmesneil ISD makes no guarantee that the CISD network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
2. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc.
3. Most of the Google Drive Apps can be used offline. Once a student reconnects to the internet, the offline files will sync with the Google Drive account.

### ***Apps and Extensions***

1. Colmesneil ISD manages the apps and extensions that are available on the Chromebook. Apps and extensions installed by the district are not to be removed by the student.
2. Any app or extension that violates the Acceptable Use Guidelines or that is deemed inappropriate for use in school is not to be installed on the Chromebook.

### ***Inspection***

1. Chromebooks are the property of CISD and are subject to inspection at any time.
2. Reasons for Chromebook inspection may include, but are not limited to, the following:
  - a. functionality, maintenance, serviceability, and student conduct when using the Chromebook.

### ***Chromebook Operating System Updates***

1. The Chromebook will update automatically every time the device is connected to the internet.
2. If a Chromebook does not appear to be managed by Colmesneil ISD, running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance to the technology coordinator.

## **Parent/Guardian Responsibilities**

1. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
2. Be an active participant in your child's digital life. Have them show you what sites they are navigating to, what apps they use, and what they are working on.

## **Acceptable Use Policy**

### **Internet Acceptable Use Policy**

Internet access is available to students and teachers in the Colmesneil Independent School District.

We are very pleased to bring this access to Colmesneil Independent School District and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

New technologies are changing the ways information may be accessed, communicated, and transferred. To take advantage of these technological advances, Colmesneil Independent School District (ISD) offers students access to the Internet. The Internet can be a valuable learning tool that allows people to interact with hundreds of thousands of computers and networks. Students will be able to explore libraries, databases, bulletin boards, and other resources, while exchanging messages with people all over the world.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Colmesneil Independent School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Colmesneil ISD has a filter program designed to block access to inappropriate sites, but it is not foolproof. Ultimately, the school staff and parents/guardians of minors will establish and convey the standards that students should follow when using media and information sources. We (Colmesneil Independent School District) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Colmesneil Independent School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) acknowledgment page is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## Internet--Terms and Conditions of Use

1. **Acceptable Use** - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Colmesneil Independent School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret
  2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a Colmesneil Independent School District staff member pertaining to the proper use of the network.) The administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff of Colmesneil Independent School District may request the administrator to deny, revoke, or suspend specific user accounts.
  3. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
    - a. Be polite. Do not get abusive in your messages to others.
    - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. c. Illegal activities are strictly forbidden.
    - d. Do not reveal your personal address or phone numbers of students or colleagues.
    - e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
    - f. Do not use the network in such a way that you would disrupt the use of the network by other users.
    - g. All communications and information accessible via the network should be assumed to be private properly
  4. **Warranties** - Colmesneil Independent School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Colmesneil Independent School District will not be responsible for any damages you suffer. This include loss of data resulting from delays, non-deliveries, or
- Electronic Device Handbook

service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Colmesneil Independent School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the technology administrator or your Colmesneil Independent District Principal. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as an administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
6. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.
7. **Network** – Colmesneil Independent School District does not allow most outside or personal devices placed on the school's network. This will reduce the number of viruses that the school district could contact from personal devices. All devices that are on the school's network are subject to the laws and regulations stated by the district and state therefore all personal devices could be subject to searches if deemed necessary by school administration.

## Internet Safety Policy

The Colmesneil School District has set in place an Internet Safety Policy that is based upon two parts: The Children's Internet Safety Act and our District Acceptable Use Policy. The goal of the Colmesneil School District is to teach twenty-first century skills to our students while maintaining a safe environment for them to learn in.

### Part 1 – Children's Internet Protection Act

It is the policy of the Colmesneil School District following the guidelines set forth by the Children's Internet Protection Act to:

- prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and

To the extent practical, the firewall and 3rd party filters shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, the firewall or filters may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- unauthorized disclosure, use, and dissemination of personal identification information regarding minors.



It shall be the responsibility of all members of the Colmesneil School District staff to supervise and monitor usage of the on-line computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any of the filtering on shall be the responsibility of the Technology Committee or designated representatives.

## **Part 2 – Pieces of our Acceptable Use Policies**

The Colmesneil School District enforces guidelines set forth in our Acceptable Use Policies that are signed yearly by students who use our network for educational purposes and signed once by our staff.

These policies are updated yearly to conform to our ever changing technology.

### **Network Use**

- All use of the system must be in support of education and research and consistent with the mission of the district. District reserves the right to prioritize use and access to the system.
- Any use of the system must be in conformity to state and federal law, and district acceptable use policy. Use of the system for commercial solicitation is prohibited.
- No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

- Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Use of the system to access, store, or distribute obscene or pornographic material is prohibited.

## Security

- System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the network.
- Users should change passwords regularly and avoid easily guessed passwords.

## Personal Security

- Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent or guardian.
- Students should never make appointments to meet people in person whom they have contacted on the system without district and parent permission.
- Students should notify their teacher or other adult whenever they come across information or messages they deem dangerous or inappropriate on the web or when using electronic mail, chat rooms, and other forms of direct electronic communications.

## Copyright

- The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the network shall comply with current copyright laws.

## Filtering and Monitoring

- Filtering rules are applied on all student computers with access to the Internet along with a filtering system on the network itself to cover onsite filtering. This blocks access to visual depictions that are obscene, child pornography, or harmful to minors.
- Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the Internet, and restrict their access to materials harmful to minors.

## General Use

- No person shall have access to the network without having a signed Acceptable Use Policy must be on file with the district.
- Nothing in these regulations is intended to preclude the supervised use of the network while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

For security and administrative purposes, the district reserves the right for authorized personnel to review network use and content. The district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for disciplinary action.

The Colmesneil School District recognizes technology as a basic skill necessary for success in the 21<sup>st</sup> century. Because no aspect of communication or employment has been left untouched by the Information Age, it is essential that students be equipped with the fundamentals and be given the opportunity to acquire advanced

capabilities. While learning these tools it is imperative for the students to be in a safe and secure environment onsite as well as offsite.

Page