

Westview School District



“1 to 1” Initiative/Chromebook Handbook

Welcome!

Westview School District is committed to creating lifelong learners equipped for global success. Our 1:1 initiative provides personalized opportunities designed around the needs of our learners.

The Google platform was chosen as it best suits the collaborative and open nature of 'ProjectBased' or 'Blended' learning which, as research has shown, best meets the needs of learners.

You will find in this handbook both expectations for you as the student, as well as your parents, on proper use of your Chromebook device, Do's and Dont's with Chromebooks, a Technology Acceptable Use Policy and Device Agreement for your device while you are a student at Westview School District.

Please read through this handbook carefully and return or electronically submit and sign all required forms prior to device checkout.

Thank you!

Student and Parent Expectations

1. Read and understand the '1 to 1 Initiative/Chromebook Handbook' and abide by the 'Technology Acceptable Use Agreement' provided in this handbook.
2. **Bring your Chromebook to school fully charged, EVERY day.** Chargers will stay at home.
3. **Never leave your Chromebook unattended** except when approved by a teacher and stored in a safe, secure location. You are fully responsible for your Chromebook's whereabouts and general running condition.
4. **Always keep your Chromebook in it's case for the device's protection.**
5. While at school or away from school only use your Chromebook AWAY from food, liquid or debris.
6. Do not use excessive force on your Chromebook **under ANY circumstance.**
7. Do not try to access inappropriate websites at school OR away from school.
8. Understand that your Chromebook IS the property of Westview School District and is subject to inspection, both physically and web contentwise, **at ANY time.**
9. Students will turn in the Chromebook to the Technology Department for maintenance or inspection at any time when requested.
10. Students will use appropriate language and respectful language in all communications.
11. Students will abide by copyright laws.
12. Students will not use or harm other student's Chromebooks.
13. Students should never give out personal information on the Internet.
14. Students should never misidentify themselves in online communication for any reason or to avoid detection for any misbehavior or rules violation.
15. Students will not try to change the configuration of their Chromebooks, including network and security settings.
16. Students will not deface or otherwise decorate the Chromebook or provided case.
17. Students should NEVER attempt to repair or physically alter their Chromebook.
18. Students should report problems with their Chromebook immediately to either the building office or the technology department.
19. Chromebook and charger will be checked in at the end of the school year in good condition or a fee will be assessed.
20. The insurance fee covers basic repairs if a student requires multiple repairs due to careless and inappropriate use parents will be charged the full replacement fee.

CHROMEBOOK DO's AND DONT'S

Do's

1. Be responsible with your food and drinks with usage of Chromebook.
2. Keep your Chromebook clean.
3. Make sure you charge your Chromebook every night.
4. Keep AC adapter cords away from pets.
5. Keep AC adapter cords in a secure location at home
6. Keep cords out of walkways and/or areas where cords can be damaged.
7. Always take care when setting your Chromebook down on surfaces.
8. PLEASE KEEP YOUR CHROMEBOOK IN IT'S CASE!!! The case that came with your Chromebook is intended to STAY ON IT even when in use. This is for YOUR protection as well as for the device.
9. Even though your Chromebook has an integrated case, please use care when using and transporting it.
10. Plug and unplug cords carefully.
11. Use Chromebooks for intended purposes. Chromebooks were meant to be used for educational purposes only.

Dont's

1. Don't use social networking applications while you are in class unless you have been instructed to do so by your teacher or at home.
2. Don't email during class unless instructed by your teacher to do so.
3. Don't play games, online or otherwise during class time.
4. Don't watch videos or listen to music during class time unless assigned by teacher.
5. Don't pick at key caps on your keyboard.
6. **Don't carry or pick your Chromebook by the screen.**
7. Don't press your fingers into the LCD Display.
7. Don't mess with or change settings on another student's Chromebook.
8. Don't carry Chromebook with lid open unless you are taking videos or pictures. Watch where you're walking when doing so.
9. Don't stuff your Chromebook case full with everything you can fit into it.
10. **Don't treat your Chromebook case like a book bag.**
11. Don't sling your Chromebook case in the back seat of your car or bus seat.
12. Avoid working with your Chromebook in areas where there is any kind of activity going on that could lead to damage to your Chromebook. Example: Kids playing catch or roughhousing with each other.
13. Don't touch the display or point on the display surface with pens or pencils
14. Don't pull on cords when removing plug ins from ports or sockets.
15. Don't give your password to anyone else and only use **YOUR** account.
16. Don't lay your Chromebook flat on floor, furniture or bed when not in use. Always stand on nonport end if you have to set down on floor, furniture or bed.
17. Do **NOT** Cover your Chromebook's webcam.

**WESTVIEW SCHOOL DISTRICT
TECHNOLOGY USAGE AGREEMENT
(Student and Parent/Guardian)**

The Student and his/her Parent(s) must sign and return this Agreement to Student's building office before Student may use technology resources. The original Agreement will be kept on file by the Building Administration.

Parents and Student understand and acknowledge that use of District technology resources is a privilege, not a right, and that all District policies apply to Student's use of District technology resources whether at home or at school. This includes, but is not limited to, Policy 6320, Technology Usage, Policy 2655, Hazing and Bullying, and Policy 6320, Student Discipline. Parents and Student acknowledge that they have reviewed all District policies and agree to abide by them. Parents and Student also agree to abide by all local, state, and federal laws while using District technology resources. Any violation of District policies or procedures involving use of the District's technology resources, or any violation of this agreement, may result in temporary, longterm, or permanent suspension of Student's use of District technology resources, as well as any other consequences available under Board policy. Moreover, Student's privileges may be suspended pending investigation into the use of the District's technology resources.

Additionally, by signing this agreement, Student and Parents understand and agree to the following:

- I agree to keep all accounts and/or passwords issued to me by the District secure. I will not share this information with any other students. This includes passwords for the District's technology resources, email and/or network access and other school systems.
- I agree that I will never use the District's technology resources to share personal information over the Internet, and, in addition, while using District technology resources, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher, or principal.
- I understand that my email (or any other communications) sent through the District's technology resources should be appropriate, legitimate, and responsible communications, that these communications may be traceable to the District or me.
- I agree that I will not install, download and/or otherwise utilize any software or data that is illegal, would violate copyright laws, or that would otherwise violate the District Technology Acceptable Use Policy.
- I understand that it is my responsibility to store and backup my data and that the District

does not guarantee or warrant in any way the performance or quality of the District's technology resources, and the District will not be liable for any direct or indirect, incidental or consequential damages (including lost or irrecoverable data or information) sustained or incurred in connection with the use, operation or inability to use the District technology resources.

- I will not attempt to repair or materially physically modify the District's technology resources, and I will report any problems with the District's technology resources to District office staff.
- I will treat the District's technology resources with care, and I will not intentionally damage computers, systems, networks, or other District technology resources.
- I will not delete, examine, copy or modify files or data belonging to other users without their prior consent.
- I will not engage in mass consumption of District's technology resources that inhibits use by others.
- I will not remove District technology or software from the District's premises, except as authorized by the District.
- I will not use District's technology resources to take, send or display messages or pictures deemed by the District to be inappropriate for the school setting, in violation of Board policy, or substantially likely to cause a disruption.
- I will not use obscene, profane or disrespectful language, harass, cyberbully, or insult others.
- I will not access, alter, or otherwise interfere with another's password, registered account files, or email accounts.
- I will not use District technology resources for shopping, purchasing, soliciting, advertising, fundraising, commercial purposes, gambling, financial gain or social media.
- I will not engage in any activity meant to circumvent network security services, (e.g. webfilter, firewalls)

Finally, Parents and Student further understand and acknowledge that the Student has no expectation of privacy when using the District's technology resources. Routine monitoring of the Student's use may reveal evidence of inappropriate activities. Additionally, the District reserves the right to conduct an individualized search of activities or personal files and use history on the District's technology resources at any time. By using the District's technology resources, the Student is consenting to having his/her electronic communications on, and all other use of, the District technology resources monitored, reviewed, and/or inspected by the District.

WESTVIEW SCHOOL DISTRICT AGREEMENT REGARDING USE OF DISTRICT ISSUED DEVICE(S)

The Student and his/her Parent(s) must sign and return this Agreement to the Student's Building office before the Student may receive and/or use the School District issued device(s). The original Agreement will be kept on file by the Administration.

The undersigned Parent(s) and Student acknowledge that the District has purchased a device that Student will use in accordance with District policies for educational purposes. When applicable, the District will also allow Student to use the device at Student's home for academic use, in an effort to help maximize the educational utility of the device.

In exchange for being permitted to use the device at school and at home, Parents and Student agree to assume responsibility for the safekeeping of the device. If the device is lost, damaged, or destroyed, Parents and Student agree to reimburse the District for the related costs for the repair and/or replacement of the device.

Parents and Student further understand and acknowledge that use of the device is a privilege, not a right, and that all District policies apply to Student's use of the device whether at home or at school. This includes, but is not limited to, Policy 6320, Technology Usage, Policy 2655, Hazing and Bullying, and Policy 6320, Student Discipline. This also includes all agreements/affirmations made by Parents and/or Student in the District's Technology Usage Agreement, which apply to usage of the device as though fully set forth herein. Parents and Student acknowledge that they have reviewed all District policies and agree to abide by them. Parents and Student also agree to abide by all local, state, and federal laws while using the device. Any violation of District policies or procedures involving use of the device, or any violation of this agreement, may result in temporary, longterm, or permanent suspension of Student's use of the device, as well as any other consequences available under Board policy. Moreover, Student's privileges may be suspended pending investigation into the use of the device.

Additionally, by signing this agreement, Student and Parents understand and agree to the following:

- I agree to keep all accounts and/or passwords issued to me by the District secure. I will not share this information with any other students. This includes passwords for the device, email and/or network access and other school systems.
- I agree that I will never use this device to share personal information over the Internet, and, in addition, while using this device, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher, or principal.
- I understand that my email (or any other communications) sent through the device should be appropriate, legitimate, and responsible communications, that these communications may be traceable to the District or me.
- I agree that I will not install, download and/or otherwise utilize any software or data that is illegal, would violate copyright laws, or that would otherwise violate the District Technology Acceptable Use Policy. I also understand that when the device is returned to the District, the District may, in its sole discretion, reformat or otherwise erase any/or all programs, applications, and/or data on the device.

- I understand that it is my responsibility to store and backup my data and that the District does not guarantee or warrant in any way the performance or quality of the device, and the District will not be liable for any direct or indirect, incidental or consequential damages (including lost or irrecoverable data or information) sustained or incurred in connection with the use, operation or inability to use the device.
- I will not attempt to repair or materially physically modify the device, nor will I attempt to clean it with anything other than a soft cloth, and I will report any problems with the device to District office staff.
- I will treat the device with care by, among other things, not leaving it outdoors or in a vehicle at extreme temperatures, by preventing physical abuse to the device (e.g. dropping it), and/or by not using it with food or drink in a way that may damage the device. I also agree to store and use the device in a manner designed to prevent theft or loss.
- I understand that if the device is intentionally damaged, destroyed, stolen, or subject to intentional refusal to return to the District upon request, such conduct may result in criminal charges, whether in Juvenile or adult court.

Finally, Parents and Student further understand and acknowledge that Student has no expectation of privacy when using the device. Routine monitoring of the device use may reveal evidence of inappropriate activities. Additionally, the District reserves the right to conduct an individualized search of activities or personal files and use history on the device at any time. By using the District's device, Student is consenting to having his/her electronic communications on, and all other use of, the device monitored, reviewed, and/or inspected by the District.

Westview School Acceptable Use of Electronic Networks Policy

Student Chromebook Agreement Form

By signing the form below, the student and their parent/guardian agree to follow and accept:

- The Acceptable Use of Technology Policy
- The Technology Usage Agreement for parents and Students
- The Student Chromebook Handbook
- The Student Chromebook Agreement
- Agreement Regarding Use of District Issued Devices
- Student and Parents Expectations
- Chromebook Do's and Dont's
- Bullying Policy
- Student Discipline Policy
- That Westview School owns the Chromebook, software and issued peripherals
- If the student ceases to be enrolled in Westview School, the student/parent/guardian will return the Chromebook in good condition, minus normal wear and tear, or pay the full replacement cost of the Chromebook
- In no event shall Westview School be held liable to any claim of damage, negligence, or breach of duty while the device is possession of the student

Model: _____

Serial #: _____

Print Student Name _____

Student Signature _____ Date _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Comments: _____

Condition at time of issue: _____

Replacements issued during the school year if the original device is returned for repairs.

Date: _____ Model: _____ Serial #: _____

Date: _____ Model: _____ Serial #: _____

Date: _____ Model: _____ Serial #: _____

Date: _____ Model: _____ Serial #: _____

At the conclusion of the school year or upon the student leaving the district:

Device condition at time of return: _____

This is to certify that the above named materials have been returned to Westview School in the condition indicated above.

Westview School Representative Signature: _____

Return Date: _____