



2016-17 STUDENT CHROMEBOOK HANDBOOK

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1 TEMPLE ISD CHROMEBOOK 1:1 PROGRAM

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

The Chromebook 1:1 Program facilitates:

- Access to digital textbooks and other education 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 students that attend Temple High School. Please note that teachers may set additional requirements for use in their classroom.

2 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 at home.
6. I will not disassemble any part of my Chromebook or attempt any repairs.
7. I will protect my Chromebook by only carrying it in the TISD-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 will only use school-appropriate decorations on my Chromebook case.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Temple ISD until released to me at graduation.
12. I will file a police report in case of theft or vandalism.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the Chromebook, case and power cords in good working condition at required check-ins.
15. 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.

3 GENERAL INFORMATION

3.1 CHROMEBOOK CHECK-IN AND CHECK-OUT

1. Chromebooks will be distributed each fall to incoming 9th grade students and students new to THS.
2. Student who pay the Chromebook coverage fee for the next school year may keep their Chromebooks during the summer.
3. Students will keep the same Chromebook throughout their THS career.
4. All students are required to have a device every day. Students who do not wish to accept the district-provided Chromebook may bring their own tablet, laptop, or Chromebook. Students may be required to install district-provided software. TISD is not responsible for any damage or maintenance on a student's personal device.
5. Parent training is available on the TISD website. In addition, there are face-to-face training available throughout the year.
6. **WITHDRAWAL:** If a student withdraws from Temple ISD, the Chromebook, charger, and case will be returned at the time of withdrawal. Students will be responsible for paying for any loss or 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.

3.2 REPAIR

Chromebooks that are broken or fail to work properly must be taken by the student to the THS Tech Spot in a timely manner. **Any repairs that are NOT due to misuse or damage will be covered without cost.** If the Chromebook must be kept for repair, a temporary replacement may be provided for the interim.

3.3 DEVICE COVERAGE

Parents are required to take out a coverage plan on the Chromebook. This plan is done through the school. The payment is due prior to the student receiving the device. If a student wishes to keep the Chromebook over the summer, payment must be made prior to the end of the school year. Otherwise, devices will be kept by the school over the summer and re-issued when payment is received at that start of the next school year. Payment can be made with cash, check, or through the TISD online credit card payment system. The plan covers:

1. Accidental damage (including drops, cracked screens, liquid spills)
2. Fire/Flood
3. Vandalism (police report required)
4. Theft (police report required)
5. Liquid Submersion
6. Power Surge due to Lightning
7. Natural Disasters
8. Mechanical Failure

3.5 LOSS OR THEFT

1. Students (or parents) must contact the Tech Spot if there is loss or theft of the Chromebook that has been issued to that student.
2. A theft report is required for replacement of the Chromebook. Students who lose their Chromebook and do not have a theft report will be required to pay the full replacement cost.

4 CHROMEBOOK USE

4.1 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 TISD-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 **the 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.
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.
12. Chromebook case personalization must adhere to the Student Code of Conduct.

4.2 CHARGING YOUR BATTERY

1. Average battery life should be 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the Tech Spot for repair.
2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend 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.

4.3 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.
4. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

4.4 SCHOOL USE

1. 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 responsible for bringing their Chromebooks to all classes, unless specifically instructed not to do so by their teacher.
2. If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebooks.
3. If a student consistently does not bring his/her Chromebook to class, parents will be contacted.
4. If a student is assigned to Wheatley, the Chromebook will be held at Temple High School until the student returns to THS.

4.5 CHROMEBOOK MANAGEMENT

1. Only the TISD student who is assigned to the Chromebook is allowed to log into that Chromebook.
2. TISD Chromebooks are managed by the domain "gcloud.tisd.org". Any attempt to remove the management will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

4.6 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) will result in disciplinary action and may also result in a loss of Chromebook privileges.
3. Use of media, sound, and games must be in accordance with classroom procedures.

4.7 PRINTING AT HOME

1. You can print wirelessly using Google CloudPrint.
2. For more information about printing, go to <https://www.google.com/landing/cloudprint/index.html>.

4.8 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 school work.
2. If you have trouble connecting a Chromebook to your home network, contact your Internet provider.
3. Chromebooks are content filtered (blocked from pornography, hate, violence, most social media) 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.

4.9 SAVING TO THE CHROMEBOOK

1. Student work will be saved in the student's Google Drive (gcloud.tisd.org). Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook.
2. Files that are saved locally on the Chromebook (downloaded PDF's, for example) are only available on that Chromebook.
3. If a student does not have Internet access at home, he or she can download many outside assignments while at school.

4.10 NETWORK CONNECTIVITY

1. Temple ISD makes no guarantee that the TISD 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.

4.11 INSPECTION

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

4.12 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 gcloud.tisd.org, running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at Tech Spot.

5 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.
3. The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship:
 - a. Netsmartz: <http://www.netsmartz.org/Parents>
 - b. Common Sense Media: <http://www.commonsensemedia.org>
 - c. Families Managing Media <http://www.familiesmanagingmedia.com/>
 - d. Family Online Safety Institute <https://www.fosi.org/>
 - e. Raising Digital Natives <http://www.raisingdigitalnatives.com/blog/>

6 ACCEPTABLE USE GUIDELINES

Student responsibilities are outlined in the Technology Use Agreement in the Student Handbook:

Responsible Use - The use of your account must be consistent with the educational objectives of the Temple Independent School District.

1. Transmission and/or access of any material in violation of any District, state, or US regulation is prohibited. Includes, but is not limited to: copyrighted material, threatening or obscene material, or malicious or dangerous material.
2. Users will respect the intellectual property of other users and information providers and obey copyright guidelines providing proper citation. Users will not plagiarize or use others' work.
3. The taking of unapproved videos/photos of people and events at school and/or the posting of such on any website is strictly forbidden.
4. Use of your account for commercial activities, product advertisement or political lobbying is prohibited.
5. Users will not install any personal computer programs or applications on school devices without permission.
6. The use of personal electronic devices is allowed with permission during the school day.

Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette when using any system, including the gcloud.tisd.org secure, controlled email system. The student's ID number will be part of the username for email.

1. Be polite. Do not swear, use vulgarities or any other inappropriate language. Abusive or demeaning communications are prohibited.
2. Do not reveal your personal address or phone numbers to anyone over the Internet including, but not limited to: e-mail, chat, bulletin board postings, social media sites, and forums.
3. Note that email is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Use email and other means of communications responsibly (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.).
4. Do not use electronic devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. Do not retrieve, save, or display hate-based, offensive or sexually explicit material using any TISD resources. Users are responsible for not pursuing material that could be considered offensive and should notify an adult immediately if they encounter such materials accidentally

Security - Protecting personal information and network security are high priorities.

1. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
2. Do not use another individual's account or allow your account to be used by others. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
3. Attempts to log on to the Internet as a system 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.

Vandalism - Vandalism is any malicious attempt to harm or destroy equipment, data of another user or any entity, or other networks that are connected to the Internet.

1. Internet vandalism will result in cancellation of privileges. This includes, but is not limited to: the uploading or creation of computer viruses.
2. Hardware and software vandalism will result in cancellation of privileges. This includes but is not limited to: modifying, damaging, or destroying equipment, programs, files, or settings on any computer or other technology resource.