

# **Meadow ISD Chromebook, Policies & Procedures**

The policies, procedures, and information within this document apply to all District-owned chromebooks used at Meadow ISD, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

Technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 chromebook setting empowers students and teachers to use purposeful technology-based tools anytime a task calls for them.

Please read this document carefully. This agreement is made effective upon receipt of the chromebook, between the Meadow ISD Schools (the “District”), the student receiving the chromebook (“Student”), and his/her parent(s) or legal guardian (“Parent”). The student and parent(s), in consideration of being provided with a chromebook, software, and related materials (the “chromebook”) for use while a student at Meadow ISD, hereby agree as follows:

## **1. CHROMEBOOK CHECK-OUT**

### ***1.1 Chromebook Check-Out***

Chromebooks will be assigned each year to incoming students. Parents and students must sign and return the chromebook Damage Agreement (page 9), Student Pledge (page 10) and Student/Parent Acknowledgement (page 11) documents before the chromebook can be issued to a student.

## **2. CARE OF THE CHROMEBOOKS**

Students are responsible for the general care of the chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be taken to their respected office(s).

### ***2.1 General Precautions***

- The chromebook is school property and all users will follow this policy and the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the chromebook to prevent damage.
- Chromebooks and cases must remain free of any writing, drawing, stickers, or labels that are not the

property of the School District.

- A chromebook should always be locked or supervised directly by the student to whom it is assigned.
- Students are responsible for keeping their chromebook's battery charged for school each day, by docking it at the end of each day.

## ***2.2 Carrying Chromebooks***

- No other items should be stored or carried within the chromebook to avoid pressure and weight on the screen.
- During passing periods, students should have the chromebook screens closed, and should carry the chromebooks with care.

## ***2.3 Screen Care***

The chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the chromebook when it is closed.
- Do not place anything near the chromebook that could put pressure on the screen.
- When carrying a chromebook in a book bag or other case do not place anything in the bag/case that will place excessive pressure against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the chromebook against lockers, walls, car doors, floors, etc., as it may break the screen.

## **3. USING CHROMEBOOKS AT SCHOOL**

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 chromebook to all classes, unless specifically instructed not to do so by their teacher.

### ***3.1 Chromebook Undergoing Repair***

Loaner chromebooks may be issued to students when they leave their Chromebooks for repair. There may be a delay in getting a chromebook should the school not have enough to loan, or in the event of replacement parts being back ordered or in transit.

### ***3.2 Charging your Chromebook's Battery***

Chromebooks must be placed in the power towers at the end of each day. Students who repeatedly (as determined by any staff member) fail to bring their Chromebooks charged will be required to leave their Chromebooks with their respected offices for charging and possible disciplinary actions.

### ***3.3 Screensavers/Background photos***

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures (or anything else determined inappropriate by a staff member) will result in disciplinary actions.

### ***3.4 Sound, Music, Games, or Programs***

- Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games are not allowed on the Chromebooks. Game apps can be installed only with the approval of the school district.
- Music (no videos) is allowed on the chromebook and can be used at the discretion of the teacher.
- All software/apps/games must be district provided.

### ***3.5 Printing***

Printing will not be available on the chromebooks.

### ***3.6 Photos/Video***

Photos/Video taken with the chromebook is strictly forbidden. Any attempt to use the camera on the chromebook is considered an offense and subject to punishment.

## **4. MANAGING FILES & SAVING WORK**

### ***4.1 Saving to the chromebooks***

Students may save work on their Chromebooks. Limited storage space will be available on the

chromebook—BUT it will NOT be backed up in case of re-imaging. It is the student’s responsibilities to ensure that work is stored in their “Google Drive” account, which in turn is backed up and persistent.

## **5. SOFTWARE ON CHROMEBOOKS**

### ***5.2 Additional Software***

Students are not allowed to load extra software/Apps on their Chromebooks. The School District will synchronize the Chromebooks so that they contain the necessary applications for schoolwork.

### ***5.3 Inspection***

Students may be selected at random to provide their chromebook for inspection. Chromebooks are the property of the School District, and any staff member may confiscate any chromebook at any time for any purpose.

### ***5.4 Re-loading Software***

The chromebook will be restored from backup when technical difficulties occur, illegal software is found, or non-EV installed apps are discovered. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### ***5.5 Software upgrades***

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and synching.

## **6. ACCEPTABLE USE**

The use of the School District’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The School District’s handbook rules and consequences shall be applied to student infractions.

Violations may result in disciplinary action decided upon by the students associated principal. When applicable, law enforcement agencies may be involved.

### ***6.1 Parent/Guardian Responsibilities***

- 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.

### ***6.2 School Responsibilities are to***

- Provide Internet access and provide an individual school monitored Google account to its students.
- Provide Internet blocking of inappropriate materials on the school district's networks.
- Immediately report any inappropriate digital content to the building principal(s).
- Provide network data storage areas. These will be treated similar to school lockers. The School District reserves the right to review, monitor, and restrict information stored on or transmitted via School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

### ***6.3 Students are Responsible For***

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that applies to chromebook/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping the School District protect our computer system/device by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always secure their chromebook after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.

### ***6.4 Student Activities Strictly Prohibited***

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of outside data disks or external attachments without prior approval from the administration
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the web filter through a web proxy

### ***6.5 Chromebook Care***

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebooks that malfunction or are damaged must be reported immediately. All Chromebook repairs must be handled through the School District.
- Chromebook batteries must be charged and ready for school each day.
- Chromebooks that are stolen must be reported immediately to a building administrator.

### ***6.6 Legal Propriety***

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not

immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## **7. PROTECTING & STORING CHROMEBOOKS**

### ***7.1 Chromebook Identification***

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

- Record of serial number
- District Label

### ***7.2 Storing Your Chromebook***

When students are not using their Chromebooks, they should be stored in their locked respected charging station. Nothing should be placed on top of the chromebook when stored.

### ***7.3 Chromebooks Left in Unsupervised Areas***

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any chromebook left in these areas is in danger of being stolen. If a chromebook is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

## **8. COST OF REPAIRS**

Students will be held responsible for damage\* to their Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

\*Each case will be reviewed at the discretion of the building administrator

## MEADOW ISD STUDENTS/PARENTS CHROMEBOOK DAMAGE AGREEMENT

The District recognizes that with the implementation of the chromebook initiative, there is a need to protect the investment of the district and the interest of the students and parents. By signing the attached forms, you acknowledge the selection of the following security and use agreement as detailed in the Student/Parent CHROMEBOOK Acceptance Agreement.

FEES ASSESSED: Pricing below is for replacement cost or damages and what the students/parent responsibility will be for each event. Payment is due in full within a month of the incident.

### ESTIMATES SUBJECT TO CHANGE

#### ***Chromebook Accessories Replacement Pricing***

Power Adapter: \$45.00

Screen: \$46.00

Battery: \$45.00

Chassis: \$20.00

#### ***Chromebook Repair Responsibility Scale***

1st Breakage: \$0 the first incident is considered an accident, (unless malicious intent is suspected)

2nd Breakage: Cost of repair

3rd Breakage: Cost of replacement

DAMAGE: Students/Parents are responsible for full payment of damages to Chromebooks.

**MEADOW ISD STUDENTS/PARENTS CHROMEBOOK DAMAGE AGREEMENT  
SIGNATURE PAGE**

\_\_\_\_\_ I agree to pay for the above Chromebook Accessories Replacement Pricing and/or chromebook Repair Pricing in the event damage should take place.

\_\_\_\_\_ I agree to pay for the replacement of the chromebook at a cost not to exceed the actual cost of the chromebook.

**ADDITIONAL INFORMATION:** in cases of theft, vandalism and other criminal acts, the student or parent **MUST** file a police/fire report. A copy of the police/fire report must be provided to the principal's office.

**TERMS OF AGREEMENT:** Your right to the use and possession of the chromebook terminates at the conclusion of the school year. Chromebooks and accessories will also be returned to the school if/when students transfer to another district, are expelled, or terminate enrollment.

Parent Name (Please Print):

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Parent Signature:

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Date: \_\_\_\_\_

## Student and Parent Loan Agreement for Chromebook Use

### Student Pledge for Chromebook Use

Your Chromebook is an important learning tool and is for educational purposes only.

- I will take good care of my chromebook.
- I will never leave the chromebook unattended.
- I will not take my chromebook into the restrooms or locker rooms.
- I will never loan out my chromebook to other individuals.
- I will charge my chromebook's battery daily.
- I will keep food and beverages away from my chromebook since they may cause damage to the device.
- I will not disassemble any part of my chromebook or attempt any repairs.
- I will use my chromebook in ways that are educational, appropriate and meet District expectations.
- I will not place decorations (such as stickers, markers, etc.) on the chromebook or deface the serial number.
- I understand that my chromebook is subject to inspection at any time without notice and remains the property of the School District.
- I will follow the policies outlined in the chromebook portion of this handbook and applicable technology policies while at school, as well as outside the school day.
- I will not load extra software/apps on to my chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District chromebook, and power cords in good working condition.
- I will notify school officials in case of theft, vandalism, and other acts covered by insurance.
- I understand that a police report will be filed by the school if necessary.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Student and Parent Loan Agreement for Chromebook Use Signature Page**

your child has been issued a chromebook to personalize his/her education this year. It is essential that the above guidelines be followed to ensure the safe, efficient and ethical operation of the chromebook.

We agree to the stipulations set forth in the above documents including the chromebook Policy, Procedures, and Information; the Acceptable Use Policy and the Student Pledge for chromebook Use.

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CHROMEBOOK STUDENT/PARENT ACKNOWLEDGEMENT PAGE

Students: I have read and will abide by the District's chromebook Policies and Procedures. I further understand that any violation of these policies and procedures is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal actions may be taken.

Parents: I have read and agree to assist my student in understanding and abiding by the District's Chromebook Policies and Procedures. I understand that access to the District's technology equipment and its entire system of electronic communication is designed for educational purposes. I also understand that some materials on the Internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for the District to guarantee all inappropriate sites with controversial and objectionable materials will be blocked. I understand that the improper or inappropriate use of technology equipment and the District's system by my student may result in revocation of his/her technology privileges and the imposition of school discipline. I understand that my student's illegal actions may necessitate referral to the appropriate law enforcement agency.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

please initial the statement below, which is applicable.

\_\_\_\_\_ I grant my student permission to use the District's Chromebook.

\_\_\_\_\_ I DO NOT grant my student permission to use the District's Chromebook.

My student will check out his/her chromebook each day from a school staff member and return the chromebook to the charging stations at the end of each school day.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_