



2016-2017

Secondary

1:1 Student Handbook



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Program Overview

Cleburne ISD has implemented a 1:1 Chromebook initiative giving all 6th-12th students the opportunity to use a District issued device in and out of the classroom.

The purpose of the 1:1 initiative is to enhance the learning of our students by giving them the 21st century skills needed to be competitive in the local and global market.

Goals

- Increase student engagement
- Empower students to build 21st Century skills and competencies
- Develop student engagement related to real-world issues
- Promote meaningful collaborative team development

Chromebook

Specifications

11.6" HD Monitor

14 Hour Battery Life

16 GB of Local Storage (Unlimited

Google Storage)

2.7 lbs

2 x USB 3.0 (both charging)

2-in-1 Card Reader

HDMI™

Combo of 1/8" Stereo Headphone

Output

Bluetooth 4.1



Features

The new Lenovo N22 Chromebook provides students with access to reliable non-stop learning opportunities. Students will have the tools they need to succeed in today's modern, digital world. Lightweight and ultraportable.

Expectations

Bring to school with battery fully charged

Case/cover with Chromebook at all times

Do not throw or place heavy objects on device

Loss, Theft or Damage

If the Chromebook is lost, stolen or deliberately damaged, the student is required to report the incident and is responsible for any replacement fee as required in this Agreement. Loss, theft or damage must be reported to the librarian the next school day after the occurrence. In the event the damage is determined to be accidental, student will not be required to pay repair or replacement fees for the first incident. The student is responsible for subsequent accidental damages within the same school year and will incur repair or replacement fees as set out below. In the event of loss by theft, a police report must be made and a copy of the police report must be provided to the librarian.

Loss or Deliberate Damage of a Chromebook or accessories:

1. Notify parent/guardian AND your campus librarian
2. Notify the campus librarian of loss or damage to obtain a replacement device

Repair/Replacement Fees Due to Loss or Damage

Lost or beyond repair Chromebook:

- Student is responsible to pay for the replacement cost (estimated \$180)

The costs shown below are estimates. The student is responsible to pay for the actual repair cost.

<u>Damage or Loss</u>	<u>Estimated Cost</u>
Chromebook	\$180
Chromebook screen	\$71
Power adapter brick	\$44
Chromebook case	\$18

The actual cost of the repair will be charged.

Theft of a Chromebook

1. Notify parent/guardian AND campus librarian
2. File a police report and submit a copy to the school office
3. Pay for the replacement cost of the Chromebook or accessory



Digital Citizenship

Respect Yourself/Respect Others

Educate Yourself/Connect with Others

Protect Yourself/Protect Others

Best Practices

Keep your Chromebook away from food and liquids

Make sure to keep device in its case at all times

Don't let anyone borrow your Chromebook

When "Googling", make sure to navigate to legitimate sites

Be aware of your digital-footprint



STUDENT ACCEPTABLE USE GUIDELINES

General Guidelines

The following information is provided so that students, parents and staff are aware of responsibilities involved in the efficient, ethical and legal use of technology resources. Each student will be required to adhere to all District policies and to Internet Safety and Acceptable Use Guidelines in order to be granted access to District technology resources. Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines. Access to the District electronic communications systems, including the Internet, shall be made available to students for instructional and administrative purposes and in accordance with administrative regulations. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Electronic mail transmissions and other use of the electronic communications system by students are not private and may be monitored at any time by designated District staff to ensure appropriate use.

Student Responsibilities

Please read before signing:

I know that I will be issued a Chromebook, and I want it to be well maintained. Therefore, I will follow these guidelines for care of my Chromebook as well as all other requirements discussed in this agreement.

- I will never leave the Chromebook unattended. I will know where my Chromebook is at all times.
- I will never loan my Chromebook to other individuals.
- I will use the district provided passcode and will keep it private.
- I will arrive at school with my Chromebook **fully charged**.
- I will never sync my Chromebook to any computer.
- I will use care when handling the Chromebook at all times.
- I will take care when plugging and unplugging Chromebook accessories.
- I will at no time try to modify or remove the serial number or inventory tags.

- I will protect the screen from scratches, damage, and any harmful agents.
- I will only use appropriate, pre-approved methods to clean the Chromebook.
- I will only use appropriate screensavers and/or wallpaper on my Chromebook.
- I will keep food and beverages away from my Chromebook since they may cause damage to it.
- I will not disassemble or try to repair any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by storing it in the protective case provided by the District.
- I will not leave my Chromebook in a parked car.
- I will not place decorations (stickers, labels, drawings, writing, etc.) on the Chromebook.
- I understand that my Chromebook is subject to inspection at any time without notice and that it remains the property of Cleburne ISD.
- I will follow Cleburne ISD’s Responsible Use Technology Agreement, the Student Handbook, the Student Code of Conduct, Board Policy CQ and all other applicable policies and procedures
- I will use the camera and audio recording features of the Chromebook responsibly and appropriately, and will not video or record anyone without their permission. I will not post recordings without permission.
- I will only install appropriate, pre-approved applications, videos, music and photos on the Chromebook.
- I will not download any documents or files from an unknown person or unapproved site.
- I will immediately report suspicious e-mails or other communications to a teacher or administrator. This includes communications requesting personal information or financial information.
- I will always mute my sound on the Chromebook unless permission has been granted by the teacher to wear earbuds.
- I will file a police report in case of theft or vandalism.
- I agree to return the District Chromebook, power cords and Chromebook case in good working condition immediately upon request by the District.
- I agree to pay for the Chromebook, replacement of power cords, the power brick and the Chromebook case in the event any of these items are lost, stolen, or damaged. I am responsible for all damage or loss.
- I will return the Chromebook and accessories issued to me at the end of each school year (if required). If I withdraw, am suspended or expelled, or terminate enrollment at Cleburne ISD for any reason, I will return the school-issued Chromebook and accessories.
- I agree to pay the replacement cost of the District-issued Chromebook & accessories if I fail to return it at the end of the school year (if required) or upon termination of enrollment. I understand that failure to return the device subjects me to criminal prosecution or civil liability and may result in a theft report being filed with the Cleburne Police Department.

I understand and will abide by the terms of the above Chromebook Use Agreement. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action taken.

Student’s Signature: **Digital Signature Required in Skyward**

Date: _____

Parent or Guardian Responsibilities

Please read before signing:

- I agree to pay the replacement cost of the District issued Chromebook, power cord, power brick or case if lost, stolen or damaged. If I fail to return the Chromebook, power cord or case at the end of the school year (if required) or upon termination of enrollment I agree to pay the replacement cost.
- I agree to return the District Chromebook, power cords and case in good working condition immediately upon request by the District.
- I understand that failure to return the Chromebook subjects me to criminal prosecution or civil liability and may result in a theft report being filed with the Cleburne Police Department.
- I understand that the Chromebooks are intended solely for educational use.
- I understand my responsibility with respect to the care and maintenance of the Chromebook.
- I understand that my child may take the Chromebook home in the evenings for school related use. However, I understand that my child must have the fully charged Chromebook in school every day.
- I understand the Chromebook and accessories must be returned at the end of the school year or the last day of enrollment (if required) in the condition it was received.
- I understand that the Chromebook is subject to inspection at any time without notice and that it remains the property of Cleburne ISD.
- I will file a police report in case of theft or vandalism.
- I understand that the use of Chromebooks is governed by all terms and conditions of the Cleburne ISD policies and regulations, including but not limited to the Cleburne ISD Responsible Use Technology Agreement.

As the parent or guardian of this student, I have read the Chromebook Use Agreement.

Parent or Guardian's Signature: **Digital Signature Required in Skyward**

Date: _____