

# 1:1 Technology

## Acceptable Use Policy Handbook

2020--2021



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### **Palmer ISD 1-to-1 Chromebook Acceptable Use Policy**

In an effort to provide our students and teachers with the tools they need to prepare for the future, Palmer ISD has implemented a 1-to-1 Chromebook Initiative for students in the 7th through 12th grades. This packet will serve as information for students and parents/guardians. In addition, forms are provided that must be signed by the parent/guardian and student before a Chromebook will be issued.

#### **1. CHROMEBOOK SPECIFICATIONS**

Students will receive a Dell 3100 or Dell 3100 2-IN-1 Chromebook, charger, and case.

#### **2. ISSUING OF CHROMEBOOKS**

Chromebooks will be distributed during the fall. Please read all paperwork carefully and make sure that you understand all documents before signing.

Chromebooks will be collected at the end of each school year for maintenance and cleaning over the summer. The following school year, upon enrollment of the student, the same Chromebook will be issued so the student will use the same device throughout the 7th -12th grade in Palmer.

#### **3. TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Library immediately.

**Never try to repair the Chromebook yourself or have someone outside the district work on it.**

**This could void our warranty and cause you to incur additional charges.**

### *3a. General Precautions*

- No food or drink is allowed next to your Chromebook. Spills can incur costly repairs.
- Cords, cable, and removable storage must be inserted and removed carefully.
- Students should NEVER carry their Chromebooks while the screen is open. Never carry your Chromebook by the screen.
- **Chromebooks should be closed, turned off, and plugged in when not in use to conserve battery life.**
- Chromebooks must remain free of any writing or drawing that are not the property of Palmer ISD.
- Chromebooks must never be left unsupervised **ANYWHERE**.
- Students are responsible for keeping their Chromebook battery charged for school. Students who come to class unprepared without their charged Chromebook will face disciplinary action just as they would for not bringing their homework or textbook to class.
- Chromebooks should only be used by student that it was assigned to.

### *3b. Carrying*

- The Chromebooks should be closed while being carried at all times.

### *3c. 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. To avoid damage and costly repair fees, please adhere to the following rules:

- 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.
- Keep all objects (pens, pencils, etc.) off of the screen.
- Do not place anything on the keyboard before closing the lid.
- Clean the screen only with a soft, dry microfiber cloth.
- **Do not use Windex or other harsh chemicals to clean the screen.**

## **4. USING YOUR CHROMEBOOK AT SCHOOL**

Chromebooks are intended to be used at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules will be accessed using the Chromebook. Students are responsible for bringing their charged Chromebook to all classes.

#### 4a. Chromebooks Left at Home

If students leave their Chromebook at home, they will face disciplinary action. Repeat violations of this policy will result in disciplinary actions that align with district policies for coming to class unprepared.

4b. Chromebooks Undergoing Repair Loaner Chromebooks will be issued by the library when they leave their Chromebooks for repair. These Chromebooks will need to be turned into the school library at the end of the school day until the student pays the associated fee with having their device repaired.

4c. Charging the Chromebook Chromebooks must be brought to school each day **fully charged**. Students need to charge their Chromebooks each evening. Failure to bring Chromebook charged each day can result in disciplinary actions that align with district policies for coming to class unprepared.

#### **Tips for conserving battery life:**

- **Chromebook should be left on the charger any time it is not in use.**
- **It is recommended that students keep screen brightness at 60-80% to conserve battery life while in use.**

#### *4d. Screensavers and Backgrounds*

Inappropriate media may not be used as a screensaver or background on your Chromebook. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures will result in disciplinary actions.

#### *4e. Sound*

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes. **It is recommended, and some teachers may require, that students provide earbuds to use with their devices in class.**

### **5. USING YOUR CHROMEBOOK AT HOME**

Chromebook use will be filtered and monitored both on and off campus using a district-owned management software. That being said, it is recommended that parents/guardians set limits for their student's use of the device while at home and monitor use. Extra care should be taken at home not to leave the device or any accessories within reach of pets, siblings, or other family members who should not have access to the device and could damage it.

Internet connection at home will be beneficial to students. The Chromebooks will have many uses at home without Internet access, but the student's ability to get full benefit from their assigned Chromebook will be much greater if they have Internet access.

Resources for wireless Internet access in the home:

- [www.spectrum.com](http://www.spectrum.com) (855-771-3322)
- [www.wi-five.com](http://www.wi-five.com) (469 447-4076)
- [www.dish.com/bundles/](http://www.dish.com/bundles/) (1-888-754-1350)
- [risebroadband.com](http://risebroadband.com) (844-411-RISE)

## **6. MANAGING FILES AND SAVING WORK**

Students should use Google Drive, an external hard drive, or a USB thumb drive to backup their work. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. Palmer ISD provides Cloud storage to every student in Google Drive.

## **7. INSPECTION**

Students may be selected at random to provide their Chromebook for inspection to check for restricted images, damages, etc. Also, anytime the student is logged into a Chromebook, Technology staff and administration will have the ability to view the browsing history of all Chromebooks, to capture images from them, and to freeze or take over control of the Chromebook if they are being used in a manner contrary to school policy, the Chromebook Acceptable Use Agreement, or the Palmer ISD Acceptable Use Policy. This will only be used to ensure that Chromebooks are being used for appropriate educational purposes and that students are staying on task.

## **8. ACCEPTABLE USE**

### *8a. General Guidelines*

- Students will have access to all available forms of electronic media and communication which is in support of the educational goals and objectives of Palmer ISD.
- Students are responsible for their ethical and educational use of all Palmer ISD technology resources.
- Access to Palmer ISD technology resources is a privilege and not a right.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administration, or Technology

administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.

- Cyber bullying will not be tolerated and appropriate disciplinary action will be taken immediately by the campus and district administration.

#### *8b. Privacy and Safety*

- Chat rooms and chain letters are prohibited.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, Social Security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private and confidential.
- The Palmer ISD Technology Department makes every effort to block obscene, pornographic, or otherwise offensive material. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct.

#### *8c. Legal Property*

Students are required to 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/guardian. Plagiarism is a violation of the Palmer ISD Student 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, and violators will be subject to severe disciplinary penalties. Violation of applicable state or federal law including the Texas Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the district.

#### *8d. Email*

Email accounts will be provided by Palmer ISD through Microsoft Office 365 for all students. Please take the following into account:

- All emails are archived and filtered by the district and may be viewed at any time by administration if misuse is suspected.
- Emails and documents on school-owned equipment are part of the public domain and are NOT private and ARE subject to inspection.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Students should maintain a high level of integrity with regard to email content.

### *8e. Consequences*

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. This means if someone else uses your computer to break the rules, you are still responsible. Non-compliance with the policies of the Palmer ISD 1:1 Technology Acceptable Use Policy Handbook and Palmer ISD Acceptable Use Policy will result in disciplinary action as outlined in the Palmer ISD Student Code of Conduct. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Texas Open Records Act. Proper authorities will be given access to their content.

## **9. PROTECTING AND STORING YOUR CHROMEBOOK**

### *9a. Chromebook Identification*

Chromebooks will be labeled in the manner specified by the school. Asset Tags are NOT to be intentionally removed from the Chromebooks. Chromebooks can be identified in the following ways:

- Record of serial number
- Individual user account name and password

### *9b. Password Protection*

Students are expected to keep their password confidential. Remember that if someone logs into your computer and breaks the Palmer ISD Acceptable Use Policy, you are still responsible for all inappropriate items found on your Chromebook. **It is in your best interest to keep both your device and your password secure.**

### *9c. Storing Your Chromebook*

When students are not using Chromebooks, they should be stored in a locked room or locker. Students should take the Chromebooks home every night and charge them. Chromebooks should never be left in a vehicle (locked or not) anywhere. They are an attractive target for thieves.

#### *9d. Chromebook Left in Unsupervised Area*

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer labs, hallways, locker rooms (not locked up), library, unlocked classrooms, Palmer Market and gyms. Any Chromebook left in these areas is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the campus principal or the Technology Department. Disciplinary action will be taken for leaving your Chromebook in an unsupervised location.

### **10. REPAIRING OR REPLACING YOUR CHROMEBOOK**

#### *10a. Accidental Damage*

If accidental damage occurs, the Chromebook needs to be brought to the Library as soon as possible. The first time repair is needed on a device will cost the student nothing. However, any subsequent repairs that may be needed will require the student to pay the actual cost of repairing the device before a replacement device will be issued. A loaner device may be given to the student until the fee is paid, but it must be turned in to the Library at the end of each day.

#### *10b. Claims*

If a Chromebook is stolen, a police report must be completed and a copy of the report must be turned in to the school.

### **11. CHROMEBOOK TECHNICAL SUPPORT**

The Technology Department coordinates the repair work for Chromebooks. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system of software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs



## 12. LIST OF REQUIRED AND POSSIBLE FEES

### 12a. Fees

- Management fee – none
- Replacement for damage, loss, or theft Dell 3100 – \$213
- Replacement for damage, loss, or theft Dell 3100 2-IN-1--\$271.00
- Device repair for accidental damage – actual cost of repair, up to \$271

### 12b. Estimation of Repair Costs (dependent on actual cost of parts at time of damage)

- Replacement of device for damage, loss or theft Dell 3100-- \$213
- Replacement of device for damage, loss or theft Dell 3100 2-IN-1--271.00
- Replacing broken screen Dell 3100 – \$40
- Replacing broken screen Dell 3100 2-IN-1-- \$150
- Body damage – \$40
- Lost, damaged, or destroyed power adapter – \$40
- Lost, damaged, or destroyed case – \$16
- Asset tag damaged-needing replaced-\$5