

INDUSTRIAL ISD

ConnectED Cobras

HANDBOOK

The policies, procedures, and information within this document apply to all Chromebooks, and any other device considered by the Administration to fall under this policy, used at IISD by students, staff, or guests.

Teachers may set additional requirements for Chromebook use in their classrooms.

PURPOSE

The purpose of the ConnectED Cobras program in Industrial ISD is to provide equipment and resources that meet the needs of today's students and make them future ready.

The ConnectED Cobras program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills

RECEIVING YOUR CHROMEBOOK

Devices will be issued at the beginning of each school year. Students will receive a Chromebook, a charging cable and a Chromebook case. Both the student and parent/guardian must:

- Sign the ConnectED Cobras Handbook Parent & Student Agreement Form
- Attend a parent orientation meeting

Payment of \$30 usage fee must be made before student is issued a Chromebook at the beginning of each school year.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebooks which have been issued to them by the school. Chromebooks that are broken or fail to work properly must be reported to the appropriate campus personnel as soon as the problem arises for an evaluation of the equipment. **Never try to repair the Chromebook yourself or have someone outside the district work on it, as this could void the warranty and cause you to incur additional charges.** If a loaner Chromebook is warranted, one may be issued to the student until his/her Chromebook can be repaired or replaced.

General Precautions:

- Shut down Chromebook when not in use to conserve battery life. Average battery life is 9 hours.
- No food or drink is allowed next to your Chromebook.
- Carefully insert cords, cables, and removable storage devices into the Chromebook ports.
- Never carry a Chromebook while the screen is open.
- Never force/shove Chromebook into a locker or a book bag as this may break the screen.
- Do not expose a Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. Always bring the Chromebook to room temperature prior to turning it on.

Screen Care:

The Chromebook screen 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 top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or microfiber cloth. DO NOT use window cleaner or pre-moistened eyeglass lens cleaning tissues to clean the screen.
- Do not bump the Chromebook against locker, walls, car doors, floors, etc.

Charging:

- Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening.
- Average battery life is 9 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the appropriate campus personnel for repair.
- Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.

Personalizing the Chromebook:

- Chromebook, school-issued Chromebook case, and power cord must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Industrial ISD. Spot checks for compliance can and will be done by administration at any time.
- Students may, at their own expense, purchase a Chromebook case and may personalize the purchased case.

USING YOUR CHROMEBOOK

At School:

- The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher.

At Home:

- All students are required to take their Chromebook home on a daily basis throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. If students leave their Chromebooks at home, they are still responsible for getting the course work completed as if they had their Chromebooks present. If a student leaves his/her Chromebook at home for two consecutive days, he/she will be required to bring in the device to verify possession of the assigned Chromebook.

Working Offline:

- Students without Internet access at home or students in special situations (such as long-distance bus ride for an activity) have several options for working “offline” including:
 - Google Drive (Docs, Sheets, etc.) allows students to switch to offline editing functionality, where preloaded documents can still be viewed and edited.
 - Read and answer email offline, with changes being synchronized back to their online account when the Chromebook is re-connected to an Internet connection.

Accessing the Internet at home and elsewhere:

- Students are allowed to connect to wireless networks when their Chromebooks are at home or in other venues where connectivity is offered (such as the Public Library, other school districts on activity trips, etc.). Note that IISD cannot provide any assistance, troubleshooting, or advice on such off-site connectivity.
- All IISD electronic devices are furnished for educational use. Inappropriate use of a District device is subject to the Student Code of Conduct and loss of privilege per the Industrial ISD Computer Usage Agreement. All devices are owned by IISD and are subject to search.
- When connecting from home, students and parents must be aware that all student activity on a District account is subject to IISD policy, search of account, and disciplinary consequences for inappropriate use per the Industrial ISD Computer Usage Agreement.

SAFETY & SECURITY

Monitoring of Use:

In compliance with state and federal regulations, the District utilizes CIPA (Children's Internet Protection Act) compliant filtering. The District also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to IISD technology support and administration regarding suspicious activity, and, when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using the District network or equipment. Inappropriate use of an IISD device is subject to the Student Code of Conduct and loss of privilege per the Industrial ISD Computer Usage Agreement. All devices and accounts are owned by IISD and are subject to search.

Storing Chromebooks at Extra-Curricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events. Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, a car, or any other entity that is not securely locked or not supervised.

Athletes should check with coaches regarding a secure location when visiting other schools. It is each student's responsibility to ensure that the Chromebook is properly secured.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

FEES

Damaged, Lost, or Stolen Chromebook and Accessories

The usage fee will cover the cost of the **first** repair in a school year for damage that is determined to be accidental. After the first repair, the following fines must be paid prior to the user being given his/her repaired or replaced Chromebook:

Damaged Item	Cost
Missing key(s) or broken keyboard	\$30.00
Cracked or damaged screen	\$30.00
Damaged or lost power cord	\$35.00
Removed asset/serial number tag	\$15.00
Full replacement	\$230.00

Each classroom will have a few Chromebooks on hand for use by students whose Chromebooks are in for repair. The student will be allowed to borrow a Chromebook for that particular class period to complete class work. The student will leave the Chromebook in that particular classroom at the end of the class period.

When it is determined that the device was lost or damaged as the result of intentional or careless use, the student will be charged the full cost of the parts and/or replacement. In addition, the student is subject to disciplinary consequences.

If the Chromebook is stolen, a police theft report is required for no-fee replacement. Students who lose their Chromebook and do not have proof of a police theft report will be required to pay the full replacement cost.

Buyout Option:

At the end of the school year, all graduating seniors will be given an option to purchase their Chromebook from the district. The usage fee each year buys down the cost of the outright purchase of the Chromebook. The buyout option will be as follows:

Classification During 2018-2019 School Year	Cost
Senior - Class of 2019	\$250.00
Junior - Class of 2020	\$220.00
Sophomore - Class of 2021	\$190.00
Freshman - Class of 2022	\$160.00
All incoming freshman classes following 2018-2019 School Year	\$160.00

For students who enroll in Industrial ISD after their Freshman year, the buyout cost will be calculated based upon the number of years the usage fee was paid.

Buyout costs may be reviewed annually by the IISD Technology Committee and are subject to change based upon future costs to the District.

Print Student Name: _____

Student ID#: _____

Campus : _____

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PARENT & STUDENT AGREEMENT FORM

Industrial ISD students may be issued a Chromebook for their educational use. With acceptance of the Chromebooks, both students and their parents take on certain responsibilities. Acceptance of and adherence to these responsibilities will result in a rich technologically-enhanced learning environment for all involved.

It is our belief that if reasonable precautions and care are taken in the use of the Chromebook, it should not experience physical damage. Each student and parent is asked to read this form carefully. The parent and the student should initial next to each statement that follows and sign below.

Use, Proper Care, Precautions, & Personal Responsibilities		
Student Initials	Parent Initials	Statement
		1. I/We understand that the Chromebook and its accessory equipment are the property of the Industrial Independent School District.
		2. I/We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the Chromebook.
		3. I/We understand the student must abide by the rules and regulations of the Industrial ISD Computer Usage Agreement. Failure to abide by this policy may result in disciplinary action and/or confiscation of Chromebook.
		4. I/We understand that the Chromebook must be returned at the end of each school year for annual maintenance.
		5. I/We understand that I/we must report all Chromebook damages, or the theft/loss of the Chromebook to the appropriate campus personnel. In the case of theft, I/we also understand that a police report must be filed.
		6. I/We understand that I/we will be responsible for all repair/replacement charges associated with Chromebook damages caused intentionally, through a lack of reasonable precautions, or loss/theft.
		7. I/We understand that, unless instructed otherwise by a teacher, all students must have their Chromebook with them each day for every class.
		8. I/We acknowledge that we have received the Industrial ISD ConnectED Cobras Handbook and agree to its contents in its entirety.

Student Acknowledgement:

I have read, understand, and agree to follow the IISD ConnectED Cobras Handbook.

Signature of Student

Date

Parent/Guardian Acknowledgement:

I have read and understand the IISD ConnectED Cobras Handbook.

Signature of Parent/Guardian

Date