Student Technology Guide
CIPA Internet Safety, Copyright Information, & Acceptable Use

2024-2025

**Woodsboro Board
of Trustees
July 22, 2024**

WISD Chromebook Guide

The policies, procedures, and information within this document apply to all Chromebooks used at Woodsboro ISO as well as personal home use.

Chromebooks will be randomly checked and monitored throughout the school year by the Technology Director.

August

Program Goal

The goal of the 1 :1 (one to one) Chromebook program at Woodsboro ISO is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

What is a Chromebook?

A Chromebook consists of a power cord, device, and case. It is a personal computer running Google Chrome OS as its operating system.

Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

Receiving Your Chromebook

During school registration or first of the year elementary open house students will receive their Chromebook.

Chromebook Fee

For 2024-2025 Each student in grades 3 through 12 will have a $30 Chromebook fee due at the beginning of the school year. *(Students are unable to take Chromebooks home if fee is unpaid, unless agreed upon by WISD Administration.)*

Training

Students will be provided with a brief overview of how to log in to the device and access Google Drive and Gmail. Training documents and how-to videos will be available online for students to refer to when needed.

Return

While enrolled at WISD, the District maintains ownership of the device. If requested by the Technology Department, students may be required to turn in their Chromebooks for maintenance or inspection.

Any student who transfers, withdraws, or is expelled from WISD will be required to return his/her Chromebook and accessories upon termination of enrollment. The Chromebook and accessories must be in great working condition when returned. If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in **FULL.**

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, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. **Loaner Chromebooks are not always available for check out.** Other district computers may be available for student use.

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired at school. A limited number of "loaner" Chromebooks may be available so a loaner cannot be guaranteed.

At Horne

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the Internet. Students are bound by the Woodsboro ISO District Acceptable Use Policy and all rules of this Guide regardless of where they use their Chromebooks and regardless of the source of the Internet connection.

Sound

Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes.

Printing

At School: At this time printing from a Chromebook will be provided on a limited basis at school. Printing will be available from non-Chromebook school computers on a limited basis and subject to classroom requirements. When possible, teachers will facilitate digital assignments.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. Please see http://support.google.com/cloudprint for more details.

Managing Your Files and Saving Your Work

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with internet access. Some files may be stored on the Chromebook's hard drive. Students should always remember to save frequently when working on digital media. The district will not be responsible for the loss of any student work. Students are encouraged to maintain backups of important work.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued.   Chromebooks that are broken or fail to work properly must be immediately taken to the Technology Director or to the office and logged for repair. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced (subject to loaner availability).

General Precautions

- No food or drink should be placed next to the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should never be carried with the screen open.
- **Students should never disassemble Chromebooks and attempt their own repairs.**

Cases

Each student will be issued a protective case for his/her Chromebook. This case should be used at all times. Students must use the District-issued case for their Chromebooks. Personally owned cases are not permitted. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Charging

Chromebooks must be brought to school each day in fully charged condition. Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebooks at home. Students may be permitted to charge Chromebooks in the classroom at the teacher's discretion.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

All Chromebooks will be labeled with a District asset tag.
Asset tags may not be modified or tampered with in any way.

Storing Your Chromebook

- When students are not utilizing their Chromebooks, they should be stored in their backpack with them or in their locker with a lock securely fastened. Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks should never be stored in a vehicle.
- Students are responsible for securely storing their Chromebook during extra-curricular activities and events.
- Under no circumstances should a Chromebook be stored in unsupervised areas.
- Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office.
- The District is not responsible for the safekeeping and protection of Chromebooks.

Software and Security

All Chromebooks are supplied with the latest build of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

The district does employ a centralized management system that is utilized to change security settings, update software, and add or remove applications. Students are prohibited from disabling, modifying, circumventing or altering management settings or content filters.

Virus Protection

Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

Content Filter

The District utilizes an Internet Content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) and Internet connection, will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

Google Apps for Education

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, Site, Forms, and much more. All work is stored in the cloud.

Chrome Web Apps and Extensions

Students are not allowed to install Chrome web apps and extensions from the Chrome Web Store. Download of such material may result in disciplinary action.   All apps or extensions are loaded centrally from administrator console and at the suggestions of teachers, students and/or district administrators.

Personalizing Your Chromebook

Students may request the addition of appropriate applications, music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Woodsboro ISD's Acceptable Use Policy.

Students are not allowed to decorate the exterior* of their Chromebooks. The student, which the Chromebook is *assigned to, will be fully responsible* for *any graffiti/decoration and subject* to a $20 *fine.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at school.

Chromebooks are subject to confiscation at any time and without prior notice.

At no time will webcams be used to monitor students. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Repairing or Replacing your Chromebook

Replacement Costs

Non-working Chromebooks that are found to be intentionally misused or because of improper handling and storing **WILL REQUIRE THE STUDENT/PARENT TO PAY THE FULL REPLACEMENT COST** in the amount of **$230.** In the event that a Chromebook becomes non-working at no fault of the student, a replacement unit will be provided by the district. However, this will be only a one-time replacement by the district. All other replacements will be the responsibility of the parent.

Most simple items can be fixed in-house by a school employee. Other items require the unit to be shipped to the manufacturer for repair.

Here's a listing of current costs to simple items:

- **Chromebook Rental- $30.00 per student**
- **Missing key(s) or broken keyboard-$30.00**
- **Cracked or damaged screen-$30.00**
- **Decoration/Graffiti of Case/Chromebook-$20.00**
- **Damaged or lost power cord-$35.00**
- **Removed asset/serial number tag-$15.00**
- **Full Replacement-$230.00**

Repair Procedures Students who need to have their Chromebook repaired or replaced should leave the device with the Technology Director or the main office. The Technology Director will document the issue with the Technology Department.

If one is available, a loaner Chromebook may be issued to the student. If repair is needed due to malicious damage, the school may refuse to provide a loaner or re-issue a Chromebook.

Students will be notified by e-mail when their Chromebook has been repaired. Repaired Chromebooks can be picked up at the campus's main office.

A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be able to be recovered.

Digital Citizenship

District-issued Chromebooks should be used for educational purposes and students must adhere to the Woodsboro ISO Acceptable Use Policy as well as related policies and procedures at all time when using Chromebooks, **on or off campus.**
While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself - Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.

2. Protect Yourself- Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while

online. Protect your passwords, accounts, and resources. Never share this information with others.

3. Respect Others - Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.

4. Protect Others - Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.

5. Respect Intellectual Property - Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.

6. Protect Intellectual Property - Do not use pirated software or distribute music or media in a manner that violates license agreements.

WISD Chromebook Guide

(Return with Chromebook Fee)

Student Agreement

As a learner, I agree that I will:

- Use my Chromebook for educational purposes.
- Follow the procedures and policies outlined in the Chromebook Guide and Woodsboro School District Acceptable Use Agreement both at school and at home.
- Protect my Chromebook by carrying it securely in my district-issued carrying case and preventing careless or malicious damage.
- Never leave my Chromebook unattended in an unsecure or unsupervised location.
- Charge my Chromebook's battery to full capacity each night.
- Report all damages to or issues with my Chromebook to the school librarian/media specialist.
- Not alter or attempt to change the management settings on my Chromebook.
- Never share my Chromebook with other students or individuals.

I understand that any violation of this agreement may result in the suspension or loss of my Chromebook and school network privileges. Additionally, I may face disciplinary action for such violations.

Name: _____ Grade: __ __ __ __

Date: _____ __

Woodsboro Independent School District
Parent Agreement

(Return with Chromebook Fee)

- **Chromebook Rental- $30.00 per student**
- **Missing key(s) or broken keyboard-$30.00**
- **Cracked or damaged screen-$30.00**
- **Decoration/Graffiti of Case/Chromebook-$20.00**
- **Damaged or lost power cord-$35.00**
- **Removed asset/serial number tag-$15.00**
- **Full Replacement-$230.00**

I understand that my family's responsibilities include:

- Ensuring my child meets the expectations outlined in the Chromebook Guide and the Woodsboro Independent School District Acceptable Use Agreement.
- Protecting the Chromebook, within reason, against damage, loss or theft while it is at home or outside of school.
- Ensuring my child reports damage to the school librarian/media specialist.
- In consideration of the privileges and opportunities afforded by the use of WISD technology resources, I hereby release the WISD, its employees and administrators from any and all claims of any nature arising from my child's use or inability to use these resources, including but not limited to claims that may arise from unauthorized use of a Chromebook.

I also understand that it is impossible for Woodsboro Independent School District to restrict access to all controversial materials and I will not hold the district responsible for materials accessed with a District Chromebook.

I accept full responsibility for my child's use of the Chromebook while not in a school setting and understand that my child's Chromebook use is subject to the same rules and requirements when used off-campus. I understand that my child's Chromebook privileges may be suspended or revoked for violation of this Agreement.

Parent Name (Please Print): _____   Date: _____

Parent Signature : _____

— — — — — — —--FOR *DISTRICT USE* ONLY-----------

Processed and Chromebook Issued by:_____ Date: _____

Internet Acceptable Use
District Policy
2024-2025

Woodsboro
Board of Trustees
July 27, 2023

Acknowledgment of Rights and Responsibilities

Overview:

Internet access is available to students, teachers, and administrators in the Woodsboro Independent School District. The purpose of our Internet connection, is to advance and promote education in Texas. This Internet connection is intended to assist in the collaboration and exchange of information between and among schools, district offices, educational service centers, the Texas Education Agency, and other State and educational entities.

The goal of Woodsboro ISO is to promote innovation and educational excellence. To achieve this, the network must provide quality, equitable, and cost-effective information and communication resources to the educational community.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, teachers, school board members, administrators and district staff have access to electronic mail, discussion groups, data bases, software, and other information sources, such as libraries and museums.

Woodsboro ISO provides Internet access to promote educational excellence in Woodsboro schools by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting.

Woodsboro Independent School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Woodsboro Independent School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If the Woodsboro Independent School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Rights and Responsibilities Connected to Electronic Information Resources Use in Woodsboro Independent School District:

Personal Responsibility: As a representative of this school, I will accept personal responsibility for reporting any misuse of the Woodsboro Independent District Internal Network and Internet access to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism. inappropriate language, and other issues described below.

I have read and understand this provision. Initial_____

Acceptable Use: The use of my assigned account must be in support of education and research and with the educational goals and objectives of Woodsboro ISO. I am personally responsible for this provision at all times when using the electronic information service.

    a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
    b. Transmission of any material in violation of any United States or other state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
    c. Use for commercial activities by for-profit institutions is generally not acceptable.
    d. Use for product advertisement or political lobbying is prohibited.

I am aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws

I have read and understand this provision. Initial_____

Privileges: The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives an account will participate in an orientation or training course with a Woodsboro ISD faculty member or with Region III staff concerning proper behavior and use of the network. The system administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty of Woodsboro ISD may deny, revoke, or suspend specific user accounts at any time. I understand that I may appeal the loss of privileges within seven calendar days. The system administrator or designee will conduct a hearing, but the person who imposed the loss of privileges will not be the person designated to hear the appeal.

I have read and understand this provision. Initial_____

Network Etiquette and Privacy: You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

a. BE POLITE. Never send, or encourage others to send, abusive messages.

b. USE APPROPRIATE LANGUAGE. Remember that you are a representative of our school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

c. PRIVACY. Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues.

d. ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.

e. DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others.

f. OTHER CONSIDERATIONS,

- Be brief. Fewer people will bother to read a long message.
- Do minimize spelling errors. Make sure your message is easy to understand and read.
- Use accurate and descriptive titles for your articles. Tell people what it is about before they read it.
- Do get the most appropriate audience for your message, not the widest.
- Do remember that humor and satire is very often misinterpreted. Do remember that if you post to multiple groups, specify all groups in a single message.
- Do cite references for any facts you present.
- Do forgive the spelling and grammar errors of others.
- Do keep signatures brief.
- Do remember that all network users are human beings.
- Do post only to groups you know.
- Don't "attack" correspondents; persuade them with facts.

I have read and understand this provision. Initial_____

Services: Woodsboro ISO makes no warranties of any kind, whether expressed or implied, for the service it is providing. Woodsboro ISO will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Woodsboro ISO specifically disclaims any responsibility for the accuracy of information obtained through its services.

I have read and understand this provision. Initial_____

Security: Security on any computer system is a high priority because there are so many users. If you identify any security problem, notify the system administrator or appropriate teacher at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. All use of the system or systems must be under your own account or under the approval of a Woodsboro ISO staff person (e.g. access to the Internet through a class or to TENET through the library media center). Any user identified as a security risk will be denied access to the information system.

I have read and understand this provision. Initial_____

Vandalism: Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

I have read and understand this provision. Initial_____

Internet Acceptable Use District Policy
2024-2025

Required Signatures

I understand and will abide by the provisions and conditions listed as rights and responsibilities connected to electronic information resources use in Woodsboro ISO.

I understand that any violations of the above provisions may result in disciplinary action, the reviewing of my user account, and appropriate legal action. I also agree to report any misuse of the information system or systems to the Woodsboro ISO system administrator or appropriate teacher. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. I understand that Woodsboro ISO retains the right to withdraw account privileges at any time for any reason.

Print Name: _____

Signature: _____

Date: _____

Students under the age of 18 must also have the signature of a parent or guardian who has read this contract.

PARENT OR GUARDIAN: As the parent or guardian of this student, I have read this acknowledgment of the rights and responsibilities connected to electronic information resources use in Woodsboro ISO. I understand that electronic information resources are made available by the district for educational purposes. I understand that it is impossible for Woodsboro ISO to restrict access to all controversial materials that may be found on electronic networks, and I will not hold the district responsible for material acquired on the network. I also agree to report any misuse of the information system to the Woodsboro ISO system administrator or an appropriate teacher. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Print Name:_____ **Signature:**_____