

# Academy Middle School



## Student Chromebook Handbook



# STUDENT CHROMEBOOK HANDBOOK

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# 1 ACADEMY ISD CHROMEBOOK 1:1 PROGRAM

The focus of the 1:1 (one Chromebook per student) program at Academy ISD is to provide equipment and resources that meet the needs of today's students.

The Chromebook 1:1 Program facilitates:

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

The information within this document applies to the 1:1 Chromebook program for students that attend Academy Middle School. Please note that teachers may set additional requirements for use in their classroom.

## 2 STUDENT CHROMEBOOK PLEDGE

1. I will take care of my Chromebook.
2. I will not leave the Chromebook unattended.
3. I will never loan out my Chromebook to others.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily at home.
6. I will not disassemble any part of my Chromebook or attempt any repairs.
7. I understand that my Chromebook is for educational use.
8. I will not deface my Chromebook (no stickers, writing, engraving, etc.).
9. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Academy ISD.
10. I will file a police report in case of theft or vandalism.
11. I will be responsible for all damage or loss caused by neglect or abuse.
12. I agree to return the Chromebook and power cord in good working condition at required check-ins.
13. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

# 3 GENERAL INFORMATION

## 3.1 CHROMEBOOK CHECK-IN AND CHECK-OUT

1. Chromebooks will be distributed to 6th-8th grade students and students new to AMS.
2. Students will return the Chromebook and charger at the end of each school year for maintenance and inventory purposes. The same device will be reissued at the beginning of each school year.
3. Students will keep the same Chromebook throughout their time at Academy Middle School.
4. All students are required to have a device every day.
5. Parent training is available on the AISD website. In addition, there will be face-to-face training available each fall.
6. **WITHDRAWAL:** If a student withdraws from Academy ISD, the Chromebook and charger will be returned to the campus at the time of withdrawal. Failure to return the device may result in a theft report being filed with the local police department.

## 3.2 REPAIR

If the student's Chromebook is broken or fails to work properly, the student should take the device to AMS Room 104. If the Chromebook must be taken in for repair, a temporary replacement may be provided.

**Students are responsible for paying any repair due to misuse or intentional damage of the device.**

## 3.3 DEVICE COVERAGE

\*AMS is in the pilot stage of the 1:1 rollout. This means that a coverage fee of \$10 will only be required upon needed repairs. There are no up front coverage costs while piloting January-May 2026. **The coverage fee does not apply to misuse or intentional damage of the device.**

The Chromebook coverage fee of \$20 is due annually prior to the student receiving the device. Devices will be kept by the school over the summer and re-issued when payment is received at the start of the next school year. Students have the option in May to pay for next year's coverage in order to be ready for the new school year. Online payments are accepted at Hometown Ticketing on the Academy ISD website. Academy Middle School will offer Summer Chromebook pickup dates prior to the start of the next school year.

The fee covers:

1. Accidental damage (including drops, cracked screens)
2. Fire/Flood
3. Vandalism (police report required)
4. Theft (police report required)
5. Natural Disasters and power surge due to Lightning
6. Mechanical Failure

\*Chargers are \$15 to replace. Chargers are available for purchase at Academy Middle School, or a link will be provided for the appropriate charger for the device.

### 3.5 LOSS OR THEFT

1. LOSS: Students must notify the technology support personnel in AMS Room 104 as soon as the student is aware of the lost device. Technology support personnel will help the student with next steps.
2. THEFT: Students must report their Chromebook is stolen as soon as possible. A theft report is required for replacement of the Chromebook. Students who lose their Chromebook and do not have a theft report will be required to pay the full replacement cost. If the theft occurred at school, the AMS School Resource Officer will be able to make an incident report.

## 4 CHROMEBOOK USE

### 4.1 GENERAL USE

1. Do not eat or drink while at your Chromebook. Crumbs or liquid spills will cause issues with the device.
2. Cords, cables, and removable storage devices must be inserted **carefully** into the Chromebook to prevent damage.
3. While a Chromebook case is not required, it is recommended for additional protection. Resources for cases will be available on the AMS website.
4. Students should never carry their Chromebook while the screen is open.
5. Do not stack **any** books, heavy materials, etc. on top of the Chromebook. Be mindful of the items in your backpack. Pressure placed on the Chromebook can cause screen damage.
6. Be mindful not to throw, swing, kick your backpack with your Chromebook inside. This is considered misuse of the device.
7. Do not close the Chromebook with anything inside it (pencil, etc.). This can cause the screen to break.
8. Chromebooks may be stored in the student's (athletic/band) locker with **the lock securely fastened**. Nothing should be placed on top of the Chromebook when stored in the locker.
9. Students need to take their Chromebooks home with them every night to charge them. Chargers should be left at home.
10. If a student is attending a school-sponsored activity (either off campus or after school), he/she should secure the Chromebook in a locker or teacher-designated area.
11. Chromebooks should not be left unattended, particularly in the cafeteria, unlocked classrooms, locker rooms, hallways, bathrooms, buses, cars, or on school grounds.
12. Do not expose the Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.

### 4.2 CHARGING YOUR BATTERY

1. Average battery life should be 7-8 hours. If the Chromebook is consistently losing its charge before the end of the school day, take the device to AMS Room 104.
2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.

3. Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening.

#### 4.3 SCREEN CARE

1. Do not lean on the top of the Chromebook when it is closed.
2. Be careful of any pressure that is placed on the top of the Chromebook.
3. Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning.
4. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

#### 4.4 SCHOOL USE

1. 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 Chromebooks to all classes.
2. If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebooks.
3. If a student consistently does not bring his/her Chromebook to class, parents will be contacted.
4. If a student is assigned to DAEP, the Chromebook will be held at Academy Middle School until the student returns to AMS. If a student transfers to AAEP or another school district, the school-issued Chromebook and its components must be returned to AMS as part of the transfer process.

#### 4.5 CHROMEBOOK MANAGEMENT

1. Only the AISD student who is assigned to the Chromebook is allowed to log into that Chromebook.
2. AISD Chromebooks are managed by the domain "academyisd.net". Any attempt to remove the management will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

#### 4.6 MEDIA, SOUND, AND GAMES

1. All photos and videos must meet District Acceptable Use Guidelines.
2. Media that violates acceptable policy will result in disciplinary action and may also result in a loss of Chromebook privileges.
3. Use of media, sound, and games must be in accordance with classroom procedures.

#### 4.7 HOME INTERNET ACCESS

1. Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access the resources needed to complete school work.
2. If you have trouble connecting a Chromebook to your home network, contact your Internet provider.

3. Chromebooks are content filtered (blocked from pornography, hate, violence, most social media) no matter what network they are on. Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.

#### 4.8 SAVING TO THE CHROMEBOOK

1. Student work will be saved in the student's Google Drive (academyisd.net). Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook.
2. Files that are saved locally on the Chromebook (downloaded PDFs, for example) are only available on that Chromebook.
3. If a student does not have Internet access at home, he or she can download many outside assignments while at school to work offline.

#### 4.9 NETWORK CONNECTIVITY

1. Academy ISD makes no guarantee that the AISD network will be up and running 100% of the time. In the event the network is down, the District will not be responsible for lost or missing data.
2. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc.
3. Most of the Google Drive Apps can be used offline. Once a student reconnects to the Internet, the offline files will sync with the Google Drive account.

#### 4.10 INSPECTION

1. Chromebooks are property of AISD and are subject to inspection at any time.
2. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the Chromebook.

#### 4.11 CHROMEBOOK OPERATING SYSTEM UPDATES

1. The Chromebook will update automatically every time the device is powered off and connects back to the Internet.
2. If a Chromebook does not appear to be managed by academyisd.net, running slowly, or has trouble connecting to a network, the student should take their device to AMS Room 104.

## 5 PARENT/GUARDIAN RESPONSIBILITIES

1. 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.

2. Be an active participant in your child's digital life. Have them show you what sites they are navigating to, what apps they use, and what they are working on.
3. The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship:
  - a. Netsmartz: <https://www.missingkids.org/netsmartz/resources>
  - b. Common Sense Media: <http://www.commonsensemedia.org>
  - c. Families Managing Media <http://www.familiesmanagingmedia.com/>
  - d. Family Online Safety Institute <https://www.fosi.org/>
  - e. Raising Digital Natives <http://www.raisingdigitalnatives.com/blog/>

## 6 ACCEPTABLE USE GUIDELINES

*Student responsibilities are outlined in the Technology Use Agreement in the Student Handbook:*

### **Acceptable Use of District Technology Resources**

District-owned technology resources may be issued to individual students for instructional purposes.

Use of the district's network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content—commonly referred to as “sexting”—will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the "Before You Text" Sexting Prevention Course, a state-developed program that addresses the consequences of sexting.

Any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequence may be expulsion.

# 7 STUDENT PLEDGE FOR CHROMEBOOK USE AT ACADEMY MS

*I understand I am financially responsible for the Chromebook and its accessories. I know that I will be issued the same Chromebook each year, and I want it to be well maintained. Therefore, I will follow the guidelines for taking care of my Chromebook.*

1. I understand that I will pay a \$20 coverage fee for repairs each year. This coverage fee is only for the device itself. Chargers are not covered. Chargers are \$15 to replace.
2. I will not loan out my Chromebook to others.
3. I will know where my Chromebook is at all times.
4. I will charge my Chromebook's battery daily at home.
5. I will not disassemble any part of my Chromebook or attempt any repairs.
6. I will protect my Chromebook by placing it in the protective sleeve of a backpack or carrying it carefully.
7. I understand that my Chromebook is for educational use.
8. I will not deface my Chromebook (no stickers, writing, engraving, etc.).
9. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Academy ISD.
10. I will file a police report in case of theft or vandalism.
11. I will be responsible for all damage or loss caused by neglect or abuse.
12. I agree to return the Chromebook and power cord in good working condition at required check-ins, or if I transfer to another school, AAEP, or must attend DAEP.
13. Failure to return the device may result in a theft report being filed with the local police department.
14. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

***I agree to the stipulations set forth in this Student Pledge for Chromebook Use and the ACCEPTABLE USE POLICY and MOBILE COMPUTING DEVICE GUIDELINES.***

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

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

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

Parent/Guardian Signature: \_\_\_\_\_