



COLDSPRING-OAKHURST
CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Chromebook Handbook

Putting the tools for tomorrow in the hands of students today.

The focus of the Chromebook 1:1 Program in Coldspring-Oakhurst CISD is to provide equipment and resources that meet the needs of today's students and prepares them for the future.

The Chromebook 1:1 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
- College and career readiness

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

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

Index

Receiving Your Chromebook.....	1
Taking Care of Your Chromebook General Precautions Carrying the Chromebook Screen Care Charging the Chromebook Battery	
Using Your Chromebook.....	3
At School	
At Home	
Working Offline	
Accessing the Internet at home and elsewhere	
Sound	
Printing	
Managing Your Files and Saving Your Work	
Training	
Personalizing the Chromebook	4
Software on Chromebook	
Protecting & Storing Your Chromebook	5
Repairing or Replacing Your Chromebook	
Chromebook Technical Support	
Returning Your Chromebook	
Student/Parent Chromebook User Agreement	6
Chromebook Insurance Agreement	7

Receiving Your Chromebook:

Chromebooks will be distributed each year. Parents & Students must sign and return the Chromebook Insurance Agreement and Student Chromebook Agreement document before the Chromebook can be issued to their student.

Taking Care Of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported as soon as the problem arises in the campus library 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.

General Precautions:

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. You shouldn't toss the bag or drop the bag if your Chromebook is inside.

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 place anything in the Chromebook case that will press against the cover when closed.
- 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 micro-fiber cloth. These are very convenient and relatively inexpensive. Do not use window cleaner or pre-moistened eyeglass lens cleaning tissues to clean the screen.
- Do not bump the Chromebook against walls, car doors, floors, etc.

Charging the Chromebook Battery:

Average battery life should be 8 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned into the COCISD Library for repair.

- Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.
- Chromebooks must be brought to school each day fully charged.

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 must be responsible for bringing their Chrome-book to all classes unless specifically advised not to do so by their teacher or campus.

At Home:

Students are required to take their Chromebook home each night 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 their Chromebook at home for multiple consecutive days, they 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 and Sheets) allows students to switch to offline editing functionality, where pre-loaded documents can still be viewed and edited.
- Students may 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). When connecting from home, students and parents should be aware that a district account is still being used, so website monitoring is still being done. No matter the location, students are always using their account assigned by the school district. *Note that COCISD does not provide any assistance, troubleshooting, or advice on such off site connectivity.*

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used with teacher permission.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

Personalizing the Chromebook:

Chromebook and cords must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Coldspring Public Schools, and may be considered destruction to property if done. Spot checks for compliance will be done by administration at any time.

Software on Chromebooks:

Originally Installed Software:

- Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when needed. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Additional Software:

- Apps and extensions installed by the district are not to be removed by the student. Any app or extension that violates the Acceptable Use Guidelines or that is deemed inappropriate for use in school is not to be installed on the Chromebook.

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. Notification come to district tech 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.

Procedure for Restoring the Chrome OS:

- If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored in Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data *stored on internal memory that has NOT been synced*, will not be restored.

Manage Access to Additional Services for Users Under 18:

- Google has introduced policy changes aimed at protecting students from harmful content. Coldspring-Oakhurst CISD will annually review and confirm access to additional Google services for users under 18 years of age, ensuring compliance with these updated guidelines.

Implementation and Monitoring of AI (Artificial Intelligence) Platforms:

- Recognizing the rapid growth of AI technologies, Coldspring-Oakhurst CISD is taking proactive measures to manage AI usage effectively.
- AI will be filtered and monitored through district technology systems.
- Educators will guide students on appropriate AI usage to ensure these tools support, rather than replace, the learning process.
- Staff and students are encouraged to report inappropriate AI use or suspected policy violations. Reports

will be investigated promptly, and actions will align with existing COCISD policies.

Protecting & Storing Your Chromebook:

Chromebook Identification:

- Chromebooks will be labeled in the manner specified by the school.
- Chromebooks can be identified in the following ways:
 - » Record of serial number and district asset tag

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Chromebooks at Extra-Curricular Events:

- Students are responsible for securely storing their Chromebook during extra-curricular events. Athletes should check with coaches regarding a secure area when visiting other schools. It is each student's responsibility to assure that the Chromebook is properly secured.

Chromebooks Left in Unsupervised/Unsecured Areas:

- 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, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office or Library. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair:

- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost.
- Students and/or parents will be charged for deliberate Chromebook damage that is a result of misuse or abusive handling. The annual insurance plan is to be used for accidental damage up to \$200. Once the insurance has paid \$200 in claims, the student will need to purchase additional insurance for \$20 per Chromebook.

Chromebook Technical Support:

- Students should report any Chromebook operation issues to the campus Library for further investigation. If a Chromebook does not appear to be connecting to a network, or is running slowly, the Chromebook should be turned in for maintenance at the Campus Library for troubleshooting and/or repairs.

Returning Your Chromebook

Student Chromebooks and charger will be collected at the end of each school year for maintenance over summer break. Any student who transfers out of Coldspring- Oakhurst CISD will be required to return their Chromebook and charger before any records are released. If a Chromebook and charger is not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian will be turned over to a collection agency or law enforcement.

Chromebook Device Insurance:

COCISD requires that insurance be purchased prior to the deployment of the Chromebook to your child **OR** that parents sign below stating that they will assume the full responsibility of the cost in the event of damage or loss. The **non-refundable** insurance cost is \$20 annually for each Chromebook. If a student withdraws from the District and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated. The insurance will take effect after payment is received.

The annual insurance plan is to be used for accidental damage up to \$200.

Once the insurance has paid \$200 in claims, the student will need to purchase additional insurance for \$20 per Chromebook.

Replacing lost charging cords are not covered under the insurance plan and are a flat fee of \$30. Students may supply their own replacement charger as long as it is an OEM charger for the device make and model.

Coverage Under the Insurance Policy:

1. Accidental damage (including drops, cracked screens, liquid spills)
2. Fire/Flood damage
3. Vandalism (**police report required**)
4. Liquid Submersion
5. Theft (**except for devices left unattended in vehicles, police report required**)
6. Natural Disasters

Lost, Stolen or Intentionally Damaged Device and Accessories:

A Chromebook or charger that is lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. Device Insurance will not apply when it is determined that the device was lost, or damaged as the result of neglect or abuse. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

If the Chromebook is stolen, a police theft report is required by insurance for replacement. Students who lose their Chromebook and do not have a theft report will be required to pay the full replacement cost.

Coldspring-Oakhurst CISD

Student/Parent Chromebook Insurance & User Agreement

TITLE & REPOSSESSION:

- Legal title to the Chromebook is COCISD and it shall remain the possession of COCISD. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook. A student not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.

TERM OF AGREEMENT:

- Your right to use and possession of the property terminates no later than the last day of class during the school year unless terminated earlier by the School District or upon student withdrawal from Coldspring ISD. Your failure to return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

LOSS OR DAMAGE & INSURANCE:

- If the property is accidentally damaged or incurs loss due to an act of nature, COCISD will assess the Chromebook damage and repair or replace the device under the Student Chromebook Insurance Policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to COCISD by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
- COCISD requires that either Chromebook insurance be purchased, or parents sign accepting the full financial responsibility for repair or replacement of equipment damage prior to the distribution of the Chromebook to your child. The annual fee will be \$20 and must be paid (or documentation that full financial responsibility will be assumed by the parent) BEFORE distribution of a device to the student. Please note: Insurance never covers the cost of the charger.

STUDENT AGREEMENT: Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the COCISD Schools Acceptable Use Policy Guidelines as states in this document.

PARENT/GUARDIAN AGREEMENT: In consideration of the privileges and opportunities afforded by the use of the Coldspring- Oakhurst CISD technology and computer resources, I hereby release COCISD and its agents from any and all claims of any nature arising from my student's use or inability to use the district's technology and computer resources.

Student Information (Please Print Clearly)

First Name _____ Last Name _____

Student Signature _____

Student ID# _____ Grade _____ CHS LJH CIS JSE

Parent/Guardian Information (Please Print Clearly)

First Name _____ Last Name _____

Parent/Guardian Signature _____

Please choose only ONE of the options below:

- Option 1:** ACCEPT Insurance Coverage (non refundable) per year/per machine

The following are the acceptable forms of payment.

- Make a Cash Payment of \$20 at your student's campus.
- Make Check or Money Order Payment of \$20, payable to "Coldspring ISD", at your student's campus.

- Option 2:** DECLINE Insurance Coverage

- I decline the district insurance coverage for \$20 per year at this time. I understand that I am responsible for 100% of any damage, loss, or theft to my student's COCISD owned Chromebook.