



West Carroll Special School District

Chromebook Devices Acceptable and Responsible Use Plan

2022-23

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Vision

The mission of the 1-to-1 program in the West Carroll Special School District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The School Board, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

This device is the property of the West Carroll Special School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool and is not intended for gaming, social networking, or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at West Carroll Special School District 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.

West Carroll Special School District Technology Mission Statement

The mission and vision of the West Carroll Special School District is to empower students to become highly competent in a technologically advanced community by utilizing technology to streamline classroom activities, improve academic growth and achievement, and provide options and opportunities for students beyond the physical classroom setting.

Provide West Carroll Special Education employees with engaging and valuable professional development opportunities that are collaborative, reflective, and linked to the district and individual school technology goals.

West Carroll Primary School Mission Statement

West Carroll Primary School will utilize technology to enhance technical competencies among faculty, staff, and students that improve technology proficiencies by actively engaging in learning through innovation, creativity, and critical thinking activities to become empowered learners while practicing digital citizenship.

West Carroll Primary School Goals (K-2)

- Identify and use accurate terminology for technology within the school setting
- Demonstrate mastery of the keyboard, mouse, and layout of desktop computers
- Demonstrate mastery of basic Chromebook functions such as but not limited to
 - Log In and Log out of devices
 - Know and understand basic processing applications within the Google Suite for Education Platform-Google Docs, Google Slides, and Google Forms
 - Type name within a google doc
 - Type Sentences and/or paragraphs
 - Use of digital formative and summative assessments
 - Google Forms
 - Reading Eggs
 - Boom Cards
- Students engage in positive, safe, legal, and ethical behavior when using technology, including social interactions online or when using networked devices.
- Utilize the technology coaches to provide professional development programs and weekly/monthly communications regarding school and classroom technology
- Programs to be used:
 - Reading Eggs
 - IXL
 - FunHub- Interactive Manipulatives for Foundations Intervention RTI
 - Amplify- Links to Classroom lessons and Resources for Curriculum
 - Teach Your Monster to Read- Interactive reading adventure game where students learn letters, letter sounds, sight words, blending, and reading sentences.
 - Interactive maps to assist in the mastery of the CKLA curriculum
 - Boom Cards0 educational games that support Foundations Curriculum
 - Accelerated Reader Tests for school library books
 - AimsWeb Plus- Benchmark Screener
 - Generation Genius- online activities, quizzes, vocabulary practice to assist in the mastery of science and social studies curriculum

West Carroll Elementary School Mission Statement

West Carroll Elementary School will utilize technology to enhance technical competencies among faculty, staff, and students that improve technology proficiencies by actively engaging in learning through innovation, creativity, and critical thinking activities to become empowered learners while practicing digital citizenship.

West Carroll Elementary School Goals (3rd-6th Grade)

- Identify and use accurate terminology for technology within the school setting
- Demonstrate mastery of the keyboard, mouse, and layout of desktop computers
- Demonstrate mastery of basic Chromebook functions such as but not limited to
 - Log In and Log out of devices
 - Know and understand basic processing applications within the Google Suite for Education Platform-Google Docs, Google Slides, and Google Forms
 - Type name within a google doc
 - Type Sentences and/or paragraphs
 - Use of digital formative and summative assessments
- Implement a plan for implementation of the use of interactive lessons through any Google Suite for Education applications
- Students engage in positive, safe, legal, and ethical behavior when using technology, including social interactions online or when using networked devices. (Digital Citizenship Curriculum? Safety?)
- Utilize the technology coaches to provide professional development programs and weekly/monthly communications regarding school and classroom technology

West Carroll Junior-Senior High School Mission Statement

West Carroll Junior/Senior High School will utilize technology to enhance technical competencies among faculty, staff, and students that improve technology proficiencies by actively engaging in learning through innovation, creativity, and critical thinking activities to become empowered learners while practicing digital citizenship.

West Carroll Junior-Senior High School Goals (7th -8th)

- Identify and use accurate terminology for technology within the school setting
- Implement a plan for implementation of the use of interactive lessons through any Google Suite for Education applications
- Students engage in positive, safe, legal, and ethical behavior when using technology, including social interactions online or when using networked devices. (Digital Citizenship Curriculum? Safety?)
- Utilize the technology coaches to provide professional development programs and weekly/monthly communications regarding school and classroom technology

West Carroll Junior-Senior High School Goals (9th-12th)

- Identify and use accurate terminology for technology within the school setting
- Implement a plan for implementation of the use of interactive lessons through any Google Suite for Education applications

- Students engage in positive, safe, legal, and ethical behavior when using technology, including social interactions online or when using networked devices. (Digital Citizenship Curriculum? Safety?)
- Utilize the technology coaches to provide professional development programs and weekly/monthly communications regarding school and classroom technology

District Policies

The West Carroll Special School District Board of Education policies that are relevant to the 1:1 devices are:

- [4.406 Use of Internet](#)
- [6.309 Zero Tolerance Offenses \(Electronic\)](#)
- [6.311 Care of School Property](#)
- [6.709 Student Fees and Fines](#)

Expectations

Receiving a Device

School-wide training will occur for each student device deployment.

- Parents/guardians and students must sign the West Carroll Special School District Technology Device Agreement as part of online registration before the device can be issued to the student.
- Students will use technology devices in a manner consistent with all Board of Education policies and school rules.

Returning a Device

- The individual's school technology device and accessories must be returned to the school at the end of each school year.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their device on the date of termination.
- If a student fails to return the technology device at the end of the school year or upon termination of enrollment, that student/parent/guardian **will be subject to the replacement cost of the device**. In addition, school records will not be sent to the student's new school until the device is returned. The devices are the property of West Carroll Special School District.
- The student will be responsible for any damage to the technology device, charger, and/or case. The student/parent/guardian will be charged for any needed repairs exceeding normal wear and tear, not to exceed the

replacement cost of the device.

- If the student/parent/guardian has unpaid penalties, a student transcript can be withheld; alternatively, the new school will be notified about the penalties.

Throughout the remainder of this document, the term Device includes the device, charger, and protective covering.

Deployment

Devices will be distributed in Room 165 at West Carroll Junior Senior High school for grades 7-12. WCES students will receive Chromebooks during the first week of school in homeroom.

- Each student will receive a Chromebook, charger, and case. Each Chromebook will have a barcode. The barcode number will be assigned to that student.
- Each student will receive information about expectations, damages, and internet safety.

Logistics

- The care of the device is the student's responsibility. **Students should not lend their device to another person.** If a student lends their device to another, *the student who lent the device is responsible for any damages that occur as a result.* Each device will be assigned to an individual student and the responsibility for the care of the device rests solely with that student.
- Students should never leave their device unattended. When not in the student's possession, it should be in a secure environment.
- Each day, students are expected to come to class with their devices charged and ready for a day's work. This is the equivalent of coming to class with a textbook, pencil, and paper.
- Failure to bring the school device (no personal home device) or other class materials does not release a student from his/her responsibility for classwork. If a student repeatedly fails to bring materials to class, including the charged device, progressive discipline procedures will be followed.
- Students will carry their devices in the proper cases when it is not in use.
- The device is the property of West Carroll Special School District and may be collected and inspected at any time. Students have no right to privacy for any material on a device.
- Each device will be connected to the West Carroll Special School District network which means internet searches and website history will be visible to the Technology Director. Inappropriate internet use is covered by Board Policy and will be disciplined as such.

- Each device has a unique WCSSD inventory tag. **Students should not modify or remove the tag.** If a label has been damaged or has fallen off, the student must return the device to the Tech Support Helpdesk so a new label can be made or placed on the device.
- Students must not write on, draw on, or add stickers or labels directly to the device. No other form of tampering is permitted.
- It is the student's responsibility to back up projects and content.
- If a student's device is not working or is damaged, the student must report the problem immediately to the Tech Support Helpdesk either in person or through the Tech Help Request online.
- If a student's device is lost or stolen at school, the student must report the loss immediately to school administration. *If a student's device is lost or stolen outside of school, parents/guardians must report the loss immediately to the local police and obtain a police report.*
- Students are responsible for using the device according to school and district rules and policies

Device Guidelines

Care and Maintenance

- Devices should never be picked up by the lid. Students should close the device before it is picked up.
- Students will use the protective case at all times when the device is not in use.
- When carrying the device to and from school campus, it is expected that the device will be placed in school supplied carrying case.
- Devices should be kept at room temperature and should not be exposed to extreme hot or cold. **Students should not leave their devices in a vehicle. Students should not leave their device outside.**
- Liquids and food should not be consumed in the vicinity of the device.
- The device should not be in a place where someone could accidentally sit or step on it.
- Devices can be tripping hazards when they are charging. Please be careful to charge your device in a manner that others will not trip over the wire.

Cleaning the Device

- Cleaners, sprays, alcohol, ammonia or abrasives should not be used on the technology device.
- The device should be cleaned with a soft lint-free cloth.

Device Parent/Guardian Guide

The following are suggestions to promote safe use of your device in your home.

- Monitor your child's home use of the Internet with the device. There is a parental access feature that will allow parents to monitor the child's online history at all times. It also has the ability to turn it off during certain hours of the day.
- Provide a place in an open area of your home, such as the kitchen or family room, where the device can be used.
- Use the Internet with your child to help develop safe internet habits. One suggested resource is NetSmartz at <http://www.netsmartz.org/internetsafety>.
- Frequently ask to see your child's device and ask how it is being used.
- Review with your child the programs installed on the device and ask them what each program does.
- Do not hesitate to contact West Carroll Special School District if you have any questions or concerns about the device.

Repair and Replacement Guide

The following is designed to be a guide and reference for dealing with issues related to device damage with the understanding that the goal is for every student to have an operational device. Typically, issues will arise over one of the following: theft, non-preventable damage, preventable damage/negligence, and willful damage/recklessness.

Theft/Non-Preventable Damage

For theft:

- The theft must be reported as soon as possible. District personnel will activate "lost mode" and the device will be disabled until it is found and turned back into the school.
- An administrator will meet with the student and parent/guardian in order to investigate the theft.
- A police report is required to document the theft.
- After a police report is submitted, the student will be issued a Chromebook for school hours only during the time of the investigation. Upon finalizing the report, a student may be issued a new Chromebook.

For non-preventable damage (these are rare, but examples might include an auto accident or house fire):

- An administrator will meet with the student to investigate the incident and discuss with the parent/guardian as necessary.
- Upon determination of a verifiable accident, the student will be issued another computer.

Preventable Damage/Negligence

- **Damage must be reported as soon as possible**, within a window of 24 hours from the time of the damage unless the damage occurs during a break; in this case, the damage must be reported within 24 hours of the student's return to school.

- The parent/guardian and student have accepted responsibility for the technology device and therefore are liable for the repair costs as detailed below.
 - Charger/AC adapter loss or damage: \$25
 - Bag/carrying case loss or damage: \$25
 - Keyboard/touchpad damage: \$50
 - LCD screen damage: \$50
 - Lost or completely totaled device: \$300
 - Damages not listed above, such as chassis damage, or liquid damage will be addressed and estimated on a case-by-case basis, not to exceed the replacement cost of the device.

- An administrator will meet with the student to investigate the incident and discuss with the parent/guardian as necessary.
- ***There will be no loaner units. The student will have a desktop PC (in a lab or elsewhere) available to use until the repair fee is received.*** This is true if a student damages the laptop, charger, or bag. Principals may make an exception to this rule if the family has started payment and has an agreed-upon payment plan for the remainder of the penalty.
- The replacement cost of the device, charger, or bag cannot be satisfied by families themselves purchasing their own replacement device, chargers or bags.

Willful Damage/Recklessness

- The parent/guardian and student have accepted responsibility for the machine and therefore are liable for the cost of the repair or replacement of the device.
- An administrator will meet with a student to investigate and discuss with parent/guardian as necessary.
- The replacement cost of the device, charger or bag cannot be satisfied by families themselves purchasing their own replacement device, chargers or bags.
- The cost of repairs will be assessed for each reported incident.
- Please note that willful damage also includes asset tags and power supply identifiers. It is not acceptable for a student to intentionally remove asset tags and identifiers.

Multiple offenses should be handled appropriately and in consultation with the district office if necessary.

If a student owes a penalty at the beginning of the school year based on the previous school year, the penalty will have to be paid before a device is issued.

Damage Matrix

The following table summarizes the consequences of the various damage scenarios for the laptop:

Damage	Financial Consequence
Charger/AC adapter loss or damage:	\$25
Bag/carrying case loss or damage:	\$25
Keyboard/touchpad damage:	\$50
LCDscreen damage:	\$50
Lost Device	\$300
Damages not listed above, such as chassis damage, or liquid damage will be addressed and estimated on a case-by-case basis, not to exceed the replacement cost of the device.	

If repair/replacement fees are owed, West Carroll will not assign a replacement device until such fees are paid. In the case of a transfer, student transcripts will be withheld.

Acceptable Use Policy

Guidelines for Use of Technological Resources

The following actions are not permitted (inclusive of, but not limited to):

- Users will not use the district’s electronic technologies to access, review, upload, download, complete, store, print, post, receive, transmit or distribute:
 - Pornographic, obscene or sexually explicit material or other visual depictions;
 - Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;
 - Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others.
- Users will not use the district’s electronic technologies to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not use the district’s electronic technologies to engage in any illegal act or violate any local, state, or federal laws, including downloading copyrighted material.
- Users will not use the district’s electronic technologies to vandalize, damage or disable the property of another person or organization. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in “spamming” or by any other means.
- Users will not tamper with, modify or change the district system software, hardware or wiring or take any action to violate the district’s security system. Users will not use the district’s electronic technologies in such a way as to disrupt the use of the system by other users.
- Users will keep their login credentials secret, and will not share them with others. Conversely, users will not attempt to use the credentials of other users.

Student Internet Safety

Students will be instructed in safe and responsible use of the internet using readily available and age appropriate tools and information, as the curriculum permits. Students must abide by all laws, this Acceptable Use Policy, and all district security policies when using the district network. For additional information regarding students and internet safety, please refer to the Student Discipline Handbook.

Cyberbullying

Per release of the FCC (Federal Communications Commission) and CIPA (Children’s Internet Protection Act), students and staff shall not use cell phones, instant messaging, e-mail, chat rooms, social networking sites, or other types of digital technology to bully, threaten, discriminate, or intimidate others. If a student or staff member receives a text, e-mail, blog comment, social network post, or message that makes them feel uncomfortable or is not

respectful, they must report the incident to the school administrator or building designee, and they must not respond to the comment.

Google Sites (or any website building program)

Google Sites and applications as part of student assignments are required to keep personal information out of their postings. All activities are limited to usage in association with activities of West Carroll Special School District. Google Sites cannot be used for personal financial gain, to express personal or political opinions, or to editorialize. The Technology Staff reserves the right to reject all or part of a proposed or posted webpage.

- Links from pages housed on Google Sites to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.
- Students and staff will not post or release student family name, password, username, email address, home address, or other information that could help someone locate or contact a student in person.
- Caution will be used when photographs of any student are included on the Google Sites. Group photographs without names are preferred for all students.
- Speech that is inappropriate for class is not appropriate on Google Sites. Users are expected to treat others and their ideas online with respect.

Parent/Guardian Consent

We recognize that parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources.

Parents/guardians must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent/guardian and student must consent to the student's independent access to the Internet and to the monitoring of the student's communication by school personnel.

Privacy

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the Superintendent may review files, observe screen activity, monitor all communication and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel will endeavor to monitor the online activities of individuals who access the Internet via a school-owned computer. Under certain circumstances, the school may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit.

Security/Care of Property

Security on any computer system is a high priority, especially when the system involves many users. Users are responsible for reporting information security violations to appropriate personnel. Users should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access. Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

Adding Software or Applications

Software and applications may be added only at the request of the classroom teacher for use in the classroom. Students are prohibited from downloading or installing any program or application that is not requested by the classroom teacher.

Teachers will request software or applications they would like to add through the district's technology Support Ticket System.

Accompanying Webpage

Additional information regarding the devices and internet safety may be found on the district's website, www.wcssd.org. This includes internet safety information, damage matrix, and a list of educational websites.

PLEASE CHECK ONE OF THE FOLLOWING STATEMENTS, SIGN, AND RETURN.
FAILURE TO RETURN THIS FORM WILL BE CONSIDERED A NEGATIVE RESPONSE
AND YOUR CHILD WILL NOT BE ABLE TO UTILIZE COMPUTER TECHNOLOGY.

AS THE PARENT/GUARDIAN OF: _____
Child's name

I DO give my permission for my child to use classroom computer technology, including access to the internet and Google email and Google Classroom. I have received a copy of and read the Student Acceptable Use Policy for Computer Technology for use at the West Carroll Special School District System. I understand that my child's computer use at school is designed for educational purposes only. I understand that it is impossible to restrict access to all controversial materials available on the Internet. I understand that computer usage is considered a privilege. I have discussed the rules and regulations of computer use with my child. I have explained to my child the possible consequences if all regulations are not followed.

I DO NOT wish to give my child permission to use computer technology or access the Internet in school, Google email or Google Classroom. I have received a copy of and read the Student Acceptable Use Policy for Computer Technology for computer technology use at the West Carroll Special School District System. I understand that in denying permission, my child will NOT be able to use the educational software incorporated at the classroom level. I also understand that my denial will not affect the use of teacher-led, pre-viewed curriculum using the Internet in the classroom.

Parent/Guardian _____ Date _____

I have read and understand the terms and conditions of the student Acceptable Use Policy for computer technology. I will abide by all of the rules and regulations of the Student Acceptable Use Policy. I understand that disciplinary action will be taken if I am found abusing any of these privileges.

Student _____ Date _____

Print Student Name

Beginning of the year - Chromebook Check-out School Year 2022-2023

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be filled out.

Parents/Guardians: (initial all below)

___ I have read and discussed the Chromebook Policy Handbook and the Responsible Use of the Internet document with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action.

___ I understand that I will be held responsible for any damage to technology equipment, whether accidental or intentional. Damage may result in fees or disciplinary action.

Parent Signature _____ Date _____

Student: (initial below)

___ I have read and understand the Chromebook Policy Handbook & Acceptable Use Policy. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Student Signature _____ Date _____

Grade Level: (circle one) K 1 2 3 4 5 6 7 8 9 10 11 12

The school's technology may not be used for private financial gain, commercial advertising or solicitation. The school's computers are intended for educational use only.