

WDM HSAP Chromebook Handbook

Chromebook Contact - Sara Nichols - nicholss@wdmcs.org

West Des Moines Community Schools (WDMCS) has committed to issuing a Chromebook device to every student. Families in WDM HSAP have the choice to participate. The district believes that technology integrated into effective instructional practices will support students and staff to grow as empowered creators, contributors, and learners so that each person is prepared to achieve a lifetime of personal success.

Student Responsibilities

Students who check out a Chromebook provided by the West Des Moines Community Schools must agree to the following:

- I will follow the policies of West Des Moines Community Schools and abide by all local, state, and federal laws when using the device at school, at home, or at any other location.
- I will honor my family's values and follow school expectations when using the device.
- I will keep the device in my possession at all times or secure it in a safe place when not in use.
- I will treat the device with care at all times by carrying it appropriately, keeping food and drink at a distance, and avoiding extreme temperatures.
- I will report damage to or loss of the device immediately to Mrs. Nichols (nicholss@wdmcs.org).
- I will not attempt to repair the device on my own nor pay someone else to repair the device for me.
- I will use the device for the sole purpose of advancing and promoting learning.
- I will NOT share my accounts and passwords with any other students or other unauthorized persons.
- I will not release personal information to strangers when using the device.
- I will return the device when requested or when I am no longer enrolled in the West Des Moines Community School District.

Parent/Family Responsibilities

Parents and families play a critical role in the success of their child's education. Before the student is issued a device, a parent or guardian must agree to the following:

- I/We understand that a device is being provided to the student for the sole purpose of advancing and promoting learning. I/We will not use the device to conduct personal business.
- I/We will discuss our family's values regarding the Internet, including acceptable online behavior.
- I/We will supervise the student's use of the device at home and set clear expectations for the use of technology outside of school.
- I/We understand that fines may be applied to our family if the device is damaged or lost and possibly up to the full replacement cost may be charged.
- I/We will encourage my child to report any damage to or loss of the device to their classroom teacher right away.
- I/We will not attempt to repair the device nor pay someone else to repair the device on our behalf.
- I/We will discuss the importance of protecting our online identity by not sharing passwords or other personal information with friends and strangers.
- I/We agree to return the device when requested or when my/our child is no longer enrolled in the West Des Moines Community Schools.

Chromebook Computer Use Agreement:

One Google Chromebook and one AC adapter are being made available to the student in good working order. It is the student's responsibility to care for the equipment and ensure that it is kept in a safe environment at all times.

This equipment is, and at all times, remains the property of West Des Moines Community Schools (WDMCS) and is being made available to the student for the advancement and promotion of learning and teaching. The equipment may be accessed and reviewed at any time by the district with or without prior notice. Students and their parents/guardians shall have no expectation of privacy in regards to the device or any content or materials on the device.

Identification and inventory labels/tags have been placed on the Google Chromebook. These labels/tags are not to be removed or modified. If they become damaged or lost, contact Carol Kramer (kramerc@wdmcs.org) for replacements. Additional stickers, labels, tags, or markings are not to be added to the Chromebook.

The student will not deface or destroy the equipment in any way. Iowa statute allows the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property.

The student is required to use reasonable care to ensure that the device and accessories are not damaged or lost. The student and parent(s)/guardian(s) will be responsible for any or all damages to or loss of the device and/or accessories.

Fines for needed repairs (not exceeding the cost of replacement) or fines for replacement may be charged to the student and parent(s)/guardian(s).

Any damage to or loss of equipment should be reported to the district immediately. Failure to do so may result in delayed repairs or increased fines. Under no circumstances should a student attempt to repair a damaged device or pay for the device to be repaired by an agency other than the WDMCS.

Inappropriate use of the Chromebook may result in the student losing his/her ability to use the device. Inappropriate use is defined as any action that violates district policy, the student handbook, the student code of conduct, or any local, state, or federal statute.

The equipment will be returned when requested by the district.

The student may install his/her own Google apps and extensions that are approved by the district for use.

The student has been assigned a WDMCS Google account with specific privileges and capabilities to be used on the Chromebook. The account is intended for the exclusive use of the student to which it has been assigned. The student may not attempt to change or allow others to change the privileges and capabilities of this account. The student may not attempt to add, delete, access, or modify other user accounts on their Chromebooks.

The district network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

The Chromebook utilizes a service which directs any online activity through our district web filter in accordance with federal eRate guidelines. The filtering process collects web URLs for all traffic generated by the Chromebooks, regardless of the physical location of the device. West Des Moines Community Schools does not actively monitor this traffic unless a direct request is made by the building administrator.

The student acknowledges and agrees that his/her use of district equipment is a privilege. By agreeing to the terms above, the student acknowledges his/her responsibility to protect and safeguard the Chromebook, adapter, and case at all times and to return the equipment in good condition and repair upon request by West Des Moines Community Schools.

Damage or Loss

Under no circumstances should a repair be attempted by a student, parent or other third party source. The District has technicians who will repair the Chromebook as necessary. Depending on the severity of the repair and circumstances leading up to the damage, families may be charged according to the costs in the next section. If the Chromebook is not returned upon request, the family will be charged according to the costs in the next section. Please report damage or loss to your school immediately!

Costs

There is no fee being assessed up front for your student's use of the Chromebook. However, if parts are damaged or come back missing, you may be charged for the following:

Charger: \$22

Chromebook: \$346

Check out our WDM HSAP website at:

<https://www.wdmcs-hsap.org/>

Click on the Resources tab then the Chromebooks tab for troubleshooting, usage ideas, Securly information, and printer set up information.

Securly:

The Chromebook is a learning tool both in the classroom and at home. The partnership between your child's school and home extends beyond learning reading, writing and arithmetic. Digital citizenship is an important part of today's world, and helping your student become a positive role model in the digital world is an important part of the WDMCS Chromebook Program.

To that end, WDMCS has chosen a web filtering company, Securly, which allows parents to receive weekly emails that contain their child's internet activity. Securly also offers a feature that allows parents to choose to block more web content at home, such as social networking sites like Facebook.

Printer Set Up:

Chromebooks use what is known as "Google Cloud Print" to do their printing. Many modern printers come "Cloud Print Ready", and for those printers the setup is pretty straightforward. For older or "non-Cloud Print Ready" printers, you will need a computer in addition to your Chromebook.