

Grade 6 Chromebook Initiative Handbook

The mission of the Grade 3 - 6 Chromebook Initiative in the Waterford Graded School District is to create an engaging, collaborative and blended learning environment for all students. This environment will enable and support students and teachers to implement innovative uses of technology while enhancing students' focus on content and promoting the development of independent, lifelong learners. Our students will not only be consumers of information, but also be producers and creators of knowledge.

As we plan for the future and prepare our students for college and career readiness, it is imperative that our students think critically, problem solve, collaborate, and communicate to meet the challenges of the 21st Century.



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1. What is a Chromebook?

A Chromebook is a laptop device running the Chrome OS as its operating system. The devices are primarily designed to be internet connected devices, with most of its programs or applications and their data living “in the cloud”.

With these devices, students will be using digital tools as part of their learning in this digital age. These tools enhance the student’s ability to access, collaborate, communicate, and share what they have been learning in school.

2. What will it be used for?

2a. Google Apps for Education

One of the main tools that students in Grades 3-6 will be using is the Google Apps for Education (GAFE) suite and apps and extensions from the Chrome Web Store. Apps and extensions are assigned to students based on teacher recommendation; students do not have the ability to choose their own apps for their account. Google Drive is the student’s online space where students will store all of their digital work they create using tools such as Google Docs, Google Slides, Google Drawing, etc. This space is on the web or in the cloud which is great because that means that students can access their work anywhere and anytime they have internet access. As long as they have internet access, they will be able to work on their projects at school and at home. All Google Apps documents are available at home, even without the school issued device. All projects and applications in Google apps and Drive are easily shared between teachers and students (and other students). To learn more about Google Apps for Education, check out our Parent Information page (<http://lablinks.weebly.com/google-parents.html>), which contains more information.

Another feature included in the Google Apps for Education (GAFE) suite is that students will have access to an email account. These Google Apps emails expose students to a 21st century mode of communication in a safe setting. These email accounts allow students to only email within our WGSD domain, therefore, it can only be used for communication between teachers and students in the Waterford Graded schools for educational purposes. This account is managed and filtered more than a non-GAFE accounts. All students will have a student WGSD email account. This account will be their official school email account until such time as the student is no longer enrolled at WGSD. In using this email account, students must follow all Acceptable Use guidelines and Student Expectations.

2b. Web 2.0 & Social Media

Web 2.0 tools are an important part of your child’s education in the 21st century. In the past, schools purchased software, installed it on the school’s servers or computers and students used those machines when they needed access to those programs. Today, most software or applications that students need to use lives on the Internet, or in the cloud.

Throughout the school year, we may be using different websites for educational purposes. These websites are known as web 2.0 tools and Google Apps for Education (GAFE).

One of the desired outcomes of this initiative is to allow students to create, ‘publish’ or share their work online or via student-created online portfolios. At all grade levels, we create blogs, eBooks, podcasts, screencasts, videos, websites, and other media, but we don’t create them for one person. We create and share student work with the class, the school and the school community and, perhaps, the world. Students are also able to collect this work into a digital portfolio that showcases their work and shows their learning and growth. We might share student products on web 2.0 websites that teachers deem appropriate for their classroom or through our Google Apps for Education (GAFE) domain. These are secure teacher moderated sites, where students can develop a voice and create and collaborate online with teacher supervision. Student’s full names and personal information are always kept confidential and are not shared online.

Using our GAFE domain and other monitored online media creation sites require that we collect data on students under the age of 13, like name and GAFE email. Therefore, the Waterford Graded School District must acknowledge that we assume responsibility for complying with COPPA, the Child Online Privacy Protection Act. COPPA is a regulation that requires parental consent for the online collection of information about users under 13. Per the Google Apps for Education Agreement, any school administering Google Apps for Education acknowledges and agrees that it is solely responsible for compliance with COPPA.

Because your child is most likely under the age of 13, the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA), federal legislation which aimsto protect children when using the Internet, requires that we, the Waterford Graded School District, notify you and/or obtain written permission for your child to use these web sites.The intent of this part of the policy is to serve as both a notice to parent/guardian of the use of these web 2.0 tools and also to obtain signed consent from you, the parent, for your child to be able to use these sites for educational purposes.

3. How do I get my device?

Students will be issued access to a Chromebook during the first few weeks of school as part of the Chromebook Bootcamp training lessons, when teachers and students talk about acceptable use of a device, both machine care and student's appropriate behaviors, as well as how to use the device and the Google Apps for Education programs. This handbook outlines the procedures and policies for families to protect the device investment for the Waterford Graded School District. Once the contents of this handbook is discussed through the Bootcamp and parents have had the opportunity to review it, the Chromebook Handbook Agreement form is signed by both student and parents and returned to school. At that point, the student will have access to a Chromebook during school. This device at Grades 3-6 will not be going home, but rather will be used solely at school during school hours.

A portion of student fees, starting in the student's Grade 6 year, will go toward the purchase of the student's Chromebook. At the end of the student's 8th grade year, students will own the device and be able to take it home. This is a new part of the initiative, which is starting with the 6th grade class of 2016-2017.

The Chromebook issued to your 6th grade student THIS YEAR will follow them throughout middle school and be theirs to take at the end of their eighth grade school year.

4. When do I return my device?

All Chromebooks will be turned in at the end of the school year for maintenance and management and returned to students for use at the beginning of the next school year, with the exception being when your current 6th grader ends their eighth grade school year. These eighth grade students will have purchased their device over the three year plan and will take their computer with them.

If a student withdraws from the district prior to the end of the school year, their Chromebook will be returned to the Technology Department for re-distribution to another student. If the student withdraws during their eighth grade year AND has paid 3 year of students fees, they can take their Chromebook with them.

5. How do I take care of my device?

Students will learn about appropriate care by participating in the Chromebook Bootcamp Learning prior to being given their Chromebook for regular school use. Through the Bootcamp learning, students will learn about Acceptable Use and Expectations for Use of Chromebooks, Chromebook Tips & Tricks, Google Apps for Education, Email, Digital Citizenship, and more.

If damage occurs to the student’s Chromebook, including its charging cord, through negligence, vandalism, or failure to follow the proper care guidelines, progressive consequences will occur and may include: (for more details see the [Code of Conduct](#).)

1st Offense: Warning and incident report

2nd Offense: *\$25 Fine, 60 Minute Detention (2 lunch detentions) and incident report

3rd Offense: *\$50, 3- 1 Hour Detentions after school will be assigned by Principal or Assistant Principal and incident report

4th Offense: *\$100, extended detention, loss of Chromebook indefinitely and incident report

*Checks will be made to WGSD

If the Chromebook is lost, stolen or damaged beyond repair through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of replacement. Replacement cost for a Chromebook would be approximately \$275

5a. Student Chromebook Care and Expectations

As a learner, I will...

	Be Safe	Be Kind / Be Respectful	Do Your Job / Be Responsible
Digital Citizenship	<ul style="list-style-type: none"> Only use your device to go to websites or perform tasks that your teacher has allowed or approved Follow all Acceptable Use rules 	<ul style="list-style-type: none"> By being kind to others in the digital world. Bullying online is bullying. 	<ul style="list-style-type: none"> Use your device and make smart learning choices.
Care of the Device	<ul style="list-style-type: none"> Always walk when carrying your closed device Carry your device with two hands Close the Chromebook when not in use Keep all food or liquid away from the device Keep device on a flat surface 	<ul style="list-style-type: none"> Only touch and use your own assigned device Only use the camera for pictures and videos when given teacher permission Keep volume at an appropriate level OR use your headphones Be gentle and careful when using the device 	<ul style="list-style-type: none"> Know where your Chromebook is at all times. Make sure you plug in your device at the end of the day or when not in use Report any Chromebook issues to your teacher immediately
Using the Device	<ul style="list-style-type: none"> Use device for only school related activities Protect your own information and work online; keep logins and passwords private 	<ul style="list-style-type: none"> Follow teacher, classroom, & school rules about using my device in the classroom & school Respect others’ ideas and work Give proper credit when using other people’s work 	<ul style="list-style-type: none"> Share and communicate with others in a responsible, kind way that shows your best Shutdown Chromebook at the end of the day

5b: Device Identification

- Student devices will be labeled in the manner specified by the district.
- Devices must have a WGSD barcode on them at all times and this tag must not be removed or altered in any way. If tag is removed and a student fails to let a staff member know, disciplinary action may result.

5c: Storing Your Device

- When students are not using their device, they should be closed and stored in the location designated by the teacher. This may include a shelf or flat surface in the room or the Chromebook cart.
- Students are responsible for their device at all times, even when leaving the room.
- Nothing should be placed on top of the device when stored. This includes books, other Chromebooks, etc.
- Chromebooks should not be stored in a pile on a surface.

5d: Devices Left in Unsupervised Areas

- Chromebooks should not be left unattended or in an unsafe place. You should always know where it is and be responsible for it.
- Chromebooks must be on a flat surface or in the Chromebook cart.

5e: Keyboard and Screen Care

- The device screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
 - Leaning or putting pressure on the screen, even when the Chromebook is closed can put unnecessary pressure on the screen and cause damage. This includes writing on top of your Chromebook, putting books or other supplies on top of your Chromebook or putting your Chromebook in a pile.
 - Devices should be carried with the screen closed and with two hands. Chromebooks should never be grabbed or lifted by the screen.
 - Chromebooks should always be in a closed position when not in use.
 - Keep all objects, like pens, pencils, scissors, etc. away from screens because they can cause damage, scratches, or punctures.
 - Clean the screen with a soft, dry microfiber cloth or anti-static cloth that is either dry or lightly damp with either water or district approved spray. Always have teacher assistance before you do this!
- Keyboards are easily damaged if not used carefully.
 - Always have clean hands before using your Chromebook.
 - Keep all supplies (pens, pencils, papers or post it notes, etc.) away from the keyboard as they can cause damage to both the keyboard and screen.
 - Be careful not to pick or pull at keys on the keyboard. While they are securely attached, they can become easily broken or loose if not used correctly.
 - If any keys appear to become loose or seem not as tightly attached to the keyboard, please let your teacher know so that tech support can take a look and fix any damage.

6. What do I need to know about my device?

6a: Devices needing repair

- If a Chromebook is needing repair due to student neglect or mis-use, they will lose access to a device for a period as

determined by the [Code of Conduct](#) or the School Behavior Code. If the loss of privilege expires and the device has not yet been repaired, a loaner device will be issued to the student to use until their device is repaired and returned.

- If a Chromebook is needing repair due to machine failure, students will be issued a loaner device while their assigned Chromebook is out for repair.

6b: Charging your Device

- Students will be responsible for charging their Chromebook on their class cart at the end of each school day and whenever the teacher directs students to put their devices on the cart.
- If a student does not take responsibility to charge their device on the cart at the end of each school day, they will not be given a different device to use the next day. They will be without a device until their device has an adequate charge.

6c: Backgrounds and Passwords

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Always protect your password. Do not share your passwords.

6d: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher and are supplied by the student.

6e: Account Access

- Students are only able to login using the WGSD account.
- Students should always use the device with their own account and should logout or sign out when finished.
- Never share account information with anyone.

7. What are the district rules for using a device?

All district technology devices are to be used subject to the Technology Acceptable Use Policy. An overview of those guidelines, as well as some specific instructions for district devices, are listed below.

7a: General Guidelines

All technology devices are the property of Waterford Graded School District and are issued as an educational tool and should only be used in that capacity. Failure to comply with the guidelines will result in loss of device privileges and is subject to disciplinary action. WGSD reserves the right to demand the immediate return of the laptop at any time.

- The student whose name is on a system account and/or device hardware as issued will be responsible at all times for its appropriate use. Students will have access to all available forms of electronic media and communication which support the educational goals and objectives of the Waterford Graded School District.
- Students are responsible for their appropriate and educational use of the technology resources provided through the Waterford Graded School District.
- Access to the Waterford Graded School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- Sharing of any materials that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
- Any attempt to alter data, the configuration or settings of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, may be considered an act of vandalism and subject to

disciplinary action in accordance with the student handbook and other applicable school policies.

7b: Privacy and Safety

- Students should not communicate with individuals on the web without proper supervision. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, edit, or share files without permission from the owner or from an unknown individual.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that files and usage of technology is not guaranteed to be private or confidential as all device equipment is the property of the Waterford Graded School School District.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications may be governed by the Wisconsin Open Records Act; proper authorities will be given access to their content as needed.
- If you accidentally access a website that contains obscene, adult content and/or offensive material, exit the site immediately and report the event to a staff member.
- The district uses a content and reporting filter to record student activity and use.

7c: Copyright and Acceptable Use

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student conduct policy (as contained in the student handbook). Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators may be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, may result in criminal prosecution or disciplinary action by the District.

7d: Electronic Communication Use

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at anytime.

7e: Code of Conduct

For every violation, an Incident Report form will be completed and forwarded to the office for review. Violations may consist of infractions of the above mentioned and/or those of the District Acceptable Use policy. Depending on the severity of the infraction, the following steps may or may not be used in a progressive manner:

- Upon teacher discretion, student may lose Chromebook privileges for remainder of class.
- Student will meet with school-level administration and he/she will decide if student should lose Chromebook privileges for the day, 1 week or indefinitely. Serious infractions including, but not limited to hacking, by-passing District filters, and or blatant misuse of the Chromebook, may result in immediate loss of privilege (According to the [Code of Conduct](#)).
- The Chromebook is the property of the school; any and/or all damages, accidental or intentional, are subject to fines (see

Chromebook Agreement for fine amounts) up to and including replacement cost of the Chromebook (~\$275).

*Students and Parents will sign off on this document on the Chromebook Authorization Form, which is included in this guide.

8 What do I do if my device is broken?

Devices are intended for use at school EVERY day. Because of this, it is very important the student is aware what to do to get help when their device is not working properly.

8a: Technical Support at School:

Technical support will be available by asking a staff member to contact one of the Technology Department Staff and may include:

- Hardware maintenance and repairs
- Software updates
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner devices

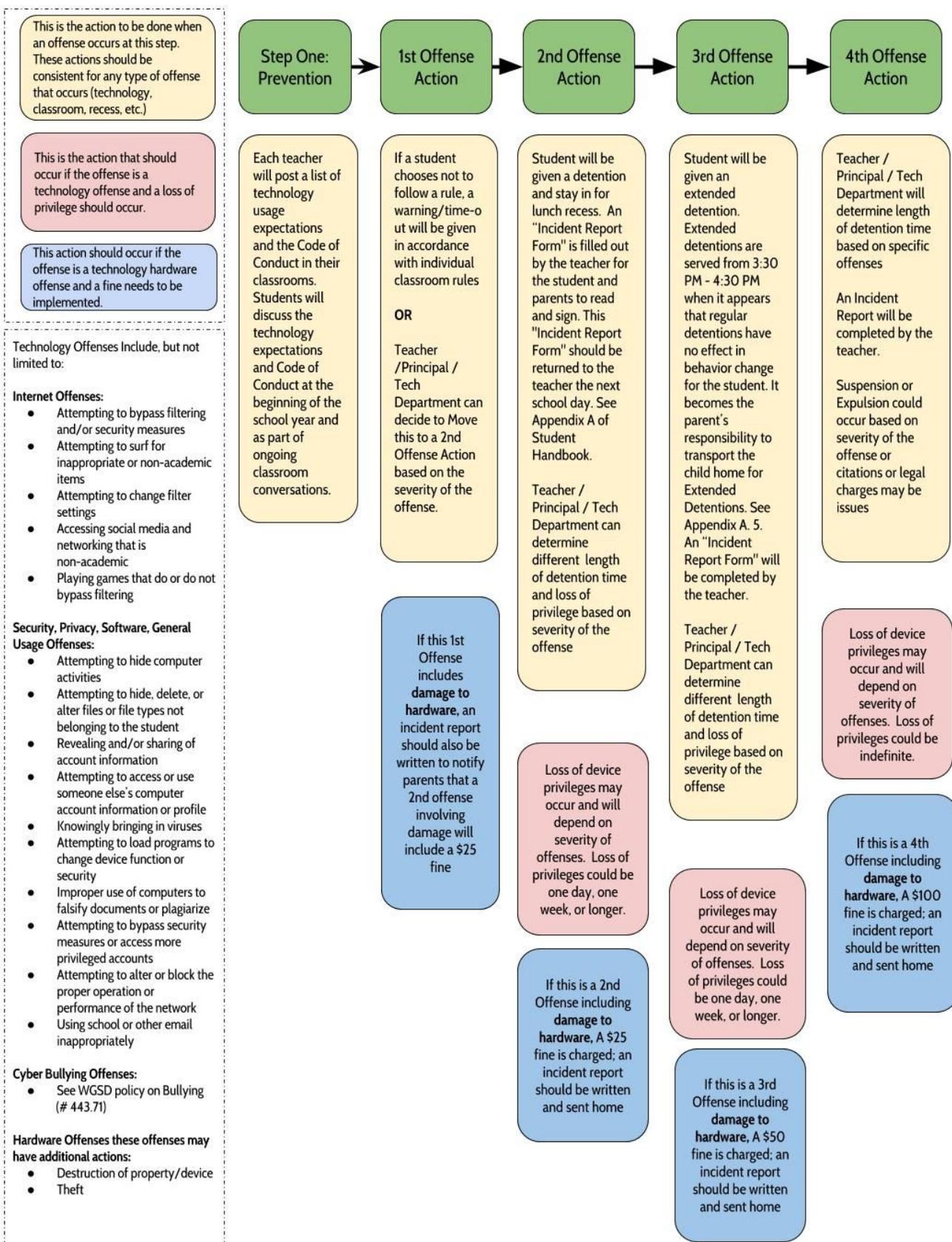
8b: Vendor Warranty

- The equipment vendor has a one year hardware warranty on the device.
- The vendor warrants the devices from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the device or device replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents
- Please report all device problems to the Technology Staff.

9. Is there additional insurance available for my device?

- *The district provides limited insurance on the devices. Please refer to the Code of Conduct for deductibles and consequences.*
- If the device is lost, stolen or damaged beyond repair through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of replacement. Replacement cost for a device would be approximately \$275.

Waterford Graded School District Code of Conduct



Waterford Graded School Schools
Grade 6 Chromebook Handbook -- Agreement Form
(Keep for your Records)

By signing below, you acknowledge that you've read and understand the expectations and responsibilities of having a district-owned device issued to you/your son or daughter. You understand that the use of the device is for academic purposes, and that the Acceptable Use Policy also applies to this device and its use. By signing this form you are assuming financial responsibility for replacement costs and or deductibles for damages that occur to the laptop while assigned to your child(ren).

This agreement must be signed and returned before a device can be issued for the school year.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Home Address: _____

Waterford Graded School Schools
Grade 6 Chromebook Handbook -- Agreement Form
(Please return to your child's teacher)

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