

2021-2022
JIM NED CISD
1:1 CHROMEBOOK HANDBOOK



Purpose

The purpose of the Chromebook 1:1 Program at Jim Ned CISD is to provide equipment and resources that meet the needs of today's students.

Receiving/Returning Your Chromebook

- Devices will be issued at the beginning of the 2021-2022 school year.
- Students will receive a Chromebook, snap-on case, and charging cable/cord.
- Parents and students must sign the Parent/Student Chromebook Agreement Form.
- The non-refundable annual **Technology Fee of \$25** must be paid when Chromebook is issued. If you need to make other arrangements, please contact Cristi Doty, Chief Academic Officer, at 325-554-7577 or cdoty@jimned.esc14.net. The maximum fee per family is \$50. A current signed Acceptable Use Policy (AUP) must be on file.
- All student devices will have a Jim Ned CISD bar code and will be checked out through the Jim Ned CISD library system. In addition, Chromebooks will have an asset tag (label) that is issued through Jim Ned. These stickers must remain on the device at all times for audit purposes. Removal of bar code and/or asset tag could result in disciplinary action.
- Chromebooks, cases, and power cords will be returned at the end of each school year for maintenance.
- Devices will be evaluated when returned at the end of the school year. If damaged, students could be subjected to an Incident Charge.
- *You will be issued the same Chromebook each year that you are a Jim Ned student. Please take care of your device.*

Precautions/Care for your Chromebook

- Shut down Chromebook when not in use to conserve battery life. Average battery life is 9 hours.
- No food or drink is allowed near the Chromebook.
- Never carry a Chromebook while the screen is open.
- Do not set anything on the keyboard of the Chromebook.
- Do not expose a Chromebook to extreme temperatures or conditions. (For example, leaving in a car.)
- Take care when inserting accessories or power cords to avoid damaging the connectors.
- If needed, clean the screen with a soft, lint-free cloth, or wipes specifically for LCD screens.
- Do not poke or mash the screen.
- Do not adhere stickers/decorations on the Chromebook itself.

Repairs and Maintenance

- If your Chromebook is in need of repair, please take your device to the Library. Please fill out a repair request form and check in your device. The IT department will pick up the device to assess and repair it.
- If your device is checked in for repair, you may check out a “loaner” Chromebook for the remainder of the school day. Loaner devices should be returned by the end of the school day.
- We understand that damage can and does occur. The following fee schedule includes damage, loss or non-return of a Chromebook and/or charger provided for the 2021-2022 school year. The fee schedule is in effect unless malicious/purposeful intent or gross negligence is evident.
 - **1st Incident:** \$0
 - **2nd Incident:** \$25
 - **3rd Incident & Beyond:** Full cost of repair.
 - If the Chromebook is not repairable, you will be charged a \$100 deductible for replacing the entire device (first time). For the second replacement, you will be required to purchase another device at cost.
- In the event of a lost or damaged charging cord, an “Incident” (see above) may be used or a fee of \$30 for the cost of a replacement charging cord.
- Replacement parts and repairs are purchased and installed by the Jim Ned technology department. Student or parent/guardian parts purchases and/or repairs are not permitted. We ask that families not repair damaged devices as the repair could void any device warranty.

Terms of Loan

- The annual Technology Fee allows the district to self-insure devices for accidental damage, loss, or theft.
- The Chromebook, case and charger are property of Jim Ned CISD.
- In case of theft, fire, vandalism, or other criminal acts against the device, the student or the student’s guardian must present a copy of the police/fire report on file recording the incident.
- Students should be aware that there should be no expectation of privacy when using the district network or equipment. Jim Ned CISD reserves the right to reclaim or repossess the device without notice.

Student Expectations

- Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening.
- Chromebooks are intended for use at school each day.
- Students are responsible for bringing their Chromebook to all classes.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, etc. may be accessed using the Chromebook.
- Students are responsible for securely storing their Chromebook during any extracurricular event in a supervised or locked area.

JIM NED CISD ACCEPTABLE USE POLICY (AUP)
INFORMATION TECHNOLOGY AND NETWORK SYSTEMS
2021-2022



At Jim Ned CISD, we are pleased to be able to provide students access to the District’s information technology equipment and computer network. We use the network and technology resources as one way of enhancing the ability to teach the skills, knowledge, and behaviors students will need to succeed in the global community. These technologies may include, but are not limited to, district-provided equipment as well as personal devices (Chromebooks, computers, tablets, cell phones, laptops, netbooks, e-readers, and more).

With this educational opportunity comes responsibility. It is important that you read the Acceptable Use Policy and ask questions if you need help in understanding it. Inappropriate systems use will result in the loss of the privilege to use this educational tool.

Please note the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material students or parents might find objectionable. While the District does take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access entirely. It will be the student’s responsibility to follow the rules for appropriate use.

Rules for Appropriate Use

- If you are assigned an individual account or password, you are responsible for not sharing that account or password.
- The account or password is to be used mainly for identified educational purposes, but some personal use may be permitted.
- You will be held responsible *at all times* for the proper use of your account or password, if any, and the District may suspend or revoke your access if you violate the rules.

Inappropriate Uses of District Technology

- Using the system for any illegal purpose.
- Borrowing someone’s account information.
- Posting personal information about you or others (such as address and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.
- Using network bandwidth for non-educational purposes (such as streaming music or videos that are other than educational).
- Intentional or negligent damage to any Jim Ned CISD computers or other district information technology equipment.

I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

Consequences for Inappropriate Use

- Suspension of access to the system.
- Revocation of the computer system account or password; or
- Other disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.
- Replacement or repair of any damaged district IT equipment by the student.

Return of Technology Resources and Records

- Upon leaving Jim Ned CISD, or upon request from the Jim Ned CISD administrative staff, you must return any District-owned equipment or resources in your possession.

Jim Ned CISD will provide age-appropriate training for students who use the Jim Ned CISD’s Internet facilities. The training provided will be designed to promote the district’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Jim Ned CISD’s Internet Safety Policy;
- b. Student safety with regard to:
 1. safety on the Internet;
 2. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 3. cyber bullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Students will comply with the designated training and will follow the provisions of the “Acceptable use of the District’s Information Technology and Network Systems” acceptable use policies.

The student agreement must be renewed each academic year.

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PARENT & STUDENT AGREEMENT FORM

Jim Ned CISD high school students will be issued a Google Chromebook for their educational use. With the issuance of the Chromebooks, both students and their parents/guardians take on certain responsibilities. Adherence to these responsibilities will result in a rich technologically-enhanced learning environment for all involved.

Each student and parent/guardian is asked to read this form carefully. The parent and the student should initial next to each statement that follows and initial/sign below.

| Use, Proper Care, Precautions & Personal Responsibilities | | |
|--|----------------------------|--|
| Student Initials | Parent Initials | Statement |
| | | 1. I/We understand that the Chromebook and its accessory equipment are the property of Jim Ned CISD. |
| | | 2. I/We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the Chromebook. |
| | | 3. I/We understand the student must abide by the rules and regulations of the Jim Ned CISD Acceptable Use Policy. Failure to abide by this policy may result in disciplinary action and/or confiscation of Chromebook. |
| | | 4. I/We understand that the Chromebook must be returned at the end of each school year for annual maintenance. |
| | | 5. I/We understand that I/we must report all Chromebook damages, or the theft/loss of the Chromebook to the district technology department. In the case of theft, I/we also understand that a police report must be filed. |
| | | 6. I/we understand that I/we will be responsible for all repair/replacement charges associated with Chromebook damages caused intentionally, through a lack of reasonable precautions, or loss/theft. |
| | | 7. I/We understand that all students must charge their Chromebook at home and bring with them each day for every class. |
| | | 8. I/We acknowledge that we have received the Jim Ned CISD 1:1 Chromebook Handbook and agree to its contents in its entirety. |

Student Acknowledgement:

I have read, understand, and agree to follow the Jim Ned CISD 1:1 Chromebook Handbook.

Signature of Student: _____ Date: _____

Parent Acknowledgement:

I have read and understand the Jim Ned CISD 1:1 Chromebook Handbook.

Signature of Parent/Guardian: _____ Date: _____