

Wauconda CUSD 118 High School Chromebook Student/Parent Handbook

Overview

The focus of providing Chromebooks in the Wauconda CUSD 118 is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for post secondary education and the modern workplace. According to research and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a next generation device that makes learning more engaging and accessible. Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

Why Chromebooks?

- Chromebooks represent a new “space” in technology: This space is between the mobile space (phones and iPads) and the portable space (laptops and netbooks). This “space” is expanding every day.
- Low maintenance: the Chromebook needs little, if any maintenance. It is a completely web-based device so there is no need for downloading or installing. There is less need for technical support.
- It’s a blank canvas: the Chromebook is an engaging device which could transform the way young people learn.
- Instant-on and all day battery: it’s possible to get on the internet instantly.
- Auto-save: Student’s work on the Chromebook saves automatically to the Google Cloud. No more excuses like “I forgot to save my homework!”
- Contextual Learning: the Chromebook is an “anywhere anytime” learning device. This makes it ideal for projects and learning which take place out of the classroom.
- Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

Goals for Student Users

- To increase students’ productivity inside and outside the classroom when completing assignments, projects, and other activities.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one’s own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.
- Receiving and Returning a Chromebook

General Guidelines

When signing the Student/Parent Chromebook Agreement, you are acknowledging that you understand and accept the information in this document.

Wauconda CUSD 118 students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. All users of the Wauconda CUSD 118 network and equipment must comply at all times with the Wauconda CUSD 118 Acceptable Use Policy (Acceptable Use of Electronics 6:235-AP1, AP2, AP3).
3. Chromebooks are on rental to students and remain the property of Wauconda CUSD 118.
4. All users are accountable to all school, district, local, state, and federal laws.
5. All use of the Chromebook and network must support education.
6. Students and families must follow all guidelines set forth in this document and by Wauconda CUSD 118 staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all Wauconda CUSD 118 computers whether on or off district property.
8. All files stored on Wauconda CUSD 118 equipment or the networks are property of the district and may be subject to review and monitoring.
9. The term “equipment” or “technology” refers to Chromebooks, keyboard, batteries and power cord/chargers.. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
10. Students are expected to keep the Chromebooks in good condition. This includes keeping them in their protective coverings at all times. Failure to do so may result in charges for repair or replacement.
11. The Chromebook warranty will cover normal wear and tear along with other damage that might occur during normal use of the Chromebook for four calendar years.
12. Students are expected to report any damage to any equipment as soon as possible. This means no later than the next school day.
13. Lost/Stolen items are to be reported to the Office of Student Services immediately.
14. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

15. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
16. All users are expected to follow existing copyright laws and educational fair use policies.
17. Students may only log in under their assigned username. Students may not share their password with other students nor may they create additional user log ins. Students who login under another name will be subject to disciplinary measures up to and including expulsion.
18. Students may not loan Chromebook components to other students for any reason. Students who do so are responsible for any loss of components.
19. Students are not to send unsolicited e-mails.
20. Any failure to comply may result in disciplinary action. Wauconda CUSD 118 may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
21. Wauconda CUSD 118 reserves the right to confiscate the property at any time.

Parent/Guardian Responsibilities

Wauconda CUSD 118 makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the Chromebooks in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student/Parent Chromebook Agreement

A student and their parent/guardian **must** sign the Wauconda CUSD 118 Chromebook Agreement.

Accept Liability

The parent/guardian/student is responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Accidentally or intentionally damaged
- Lost
- Stolen

Monitor Student Use

The parent/guardian must agree to monitor student use at home, and away from school. Although Wauconda CUSD 118 **does** have off site filtering policies in place on the Chromebooks, the best way to keep students safe and on-task is to have a parent/guardian present and involved. You may also be able to apply parental controls through your internet service provider and/or your wireless router.

- Develop a set of rules/expectations for Chromebook use at home. Some websites provide parent/child agreements for you to sign.
- Only allow Chromebook use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the Chromebook. Ask questions and request that they show you his or her work often.

Chromebook Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned computer. In general, this requires efficient, ethical and legal utilization of all technology resources. ***Violations of these rules and guidelines will result in disciplinary action.***

Students will receive Chromebook-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic.

Acceptable Use of Electronic Resources

General Guidelines: All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Security Reminders:

- Do not share logins or passwords
- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow internet safety guidelines

Activities Requiring Teacher Permission:

- Instant-messaging
- Using headphones in class
- Downloading programs, music, games and videos
- Playing games

Appropriate Content:

- All files must be school appropriate. Inappropriate materials include explicit or implicit references to:
- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

USB/Thumb Drives:

- All Wauconda CUSD 118 rules and guidelines apply to any device or drive plugged into a Wauconda CUSD 118 Chromebook
- Backing up files to Google Drive is the preferred method for saving

Lockers:

- Never pile things on top of it.
- Never leave it on the bottom of the locker.
- Never leave the locker set to open without entering the combination.

Hallways:

- Never leave the Chromebook unattended for any reason.
- Log-off before you change classes.

Classroom Habits:

- Center the Chromebook on the desk/table.
- Close the lid of the Chromebook before standing up.
- Lock the Chromebook before walking away from it.
- Follow all directions given by the teacher.

Care of Chromebook at Home:

- The power cord and charger remain at home.
- Charge the Chromebook fully each night.
- Store the Chromebook on a desk or table - never on the floor!
- Protect the Chromebook from:
 - Extreme heat or cold
 - Food and drinks
 - Small children
 - Pets

Traveling To and From School:

- Completely shut down the Chromebook before traveling.
- Do not leave the Chromebook in a vehicle.
- Stolen Chromebooks are located through GPS and may be retrieved in cooperation with the local law enforcement agency.

Prohibited Actions: Students are prohibited from:

- Putting stickers or additional markings on the Chromebooks, batteries, or power cord/chargers.
- Defacing Wauconda CUSD 118 issued equipment in any way. This includes but is not limited to marking, removing stickers, painting, drawing or marring any surface of the Chromebooks or the protective cover.
- If such action occurs, the student will be billed the cost of repair or replacement.

Network Connectivity:

- The Wauconda CUSD 118 makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Legal Propriety:

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of the Wauconda CUSD 118 rules. 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.

Charging a Chromebook's Battery:

- Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.
- Repeated violations may result in a Discipline Referral.

Asset Tags:

All Chromebooks will be labeled with a District asset tag/barcode for inventory and identification purposes. Asset tags/barcodes may not be modified or tampered with in any way.

Troubleshooting and Swaps

Troubleshooting Procedure

1. Student tries to fix the problem.
 - Always try restarting the Chromebook as the first step in troubleshooting.
 - Check to make sure the Chromebook is connected to district wireless network or home network. If appropriate, student may ask a classmate for help.
 - Student may ask a teacher if the teacher is available to help for this purpose.
 - Students are reminded not to waste too much time troubleshooting so they do not miss too much class time.
2. Student should then save any work that they have, if able to.
3. Student takes Chromebook to the library during open hours on their **free time (no passes will be written)**.
 - If the library isn't open, the student can continue to use his/her Chromebook or work on paper.
 - Student returns to class with a loaner.
6. When the student's original Chromebook is ready to be picked up, student will be notified via email or other means and should return to the library to retrieve it.
7. Student picks up Chromebook from library during open hours.

Google Apps for Education Accounts

All Wauconda CUSD 118 students are issued a Gmail account. Gmail allows students to safely and effectively communicate and collaborate with Wauconda CUSD 118 staff and classmates, giving them an authentic purpose for writing.

The effective use of email is

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet NETS -- the National Educational Technology Standards
www.iste.org/STANDARDS

Guidelines and Reminders:

- Email should be used for educational purposes only. Unsolicited e-mails are not permitted.
- Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that staff may check students' email.
- All e-mail and all contents are property of the district.
- Students should not delete email unless instructed to do so by a teacher. Deleting email will be interpreted as suspicious behavior and may be followed up with further investigation or disciplinary action.
- Email should only be used by the authorized owner of the account.

- Students must protect their passwords and not share them with anyone other than parents.

Examples of Unacceptable Use:

- Non-education related forwards (e.g. jokes, chain letters, images).
- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

Webcams and Microphones

Each student Chromebook is equipped with a webcam and microphone. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Appropriate Use:

- Webcams are to be used for educational purposes only.
- Recording videos or taking pictures to include in a project.
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Important Note:

- Please note that installing internet calling/video-conferencing software (i.e. Skype) is prohibited on Wauconda CUSD 118 Chromebooks. Software for using the webcam is already installed on the Wauconda CUSD 118 Chromebook.

Safety:

- Please refer to the *Parent Responsibility* section of this document for suggestions on monitoring student use of technology in the home.

Watching Movies

At School:

- Watching movies on your Chromebook is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment

At Home (If applicable):

- Watching movies on your Chromebook (from a streaming website or DVD) is allowed at home with permission from parents/guardians.

Gaming

At School:

- Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

At Home (If applicable):

Online gaming is allowed at home if all of the following conditions are met:

- The content of the game is school appropriate.
- You have permission from your parent/guardian.
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

You are not allowed to load personal software onto the Chromebook.

Printing

Printing at School:

- Select printers will be shared with you via Google Cloud Print. You will receive an email notifying you of these shared printers and must accept the invitations to print to them.

Printing at Home

- If a student chooses to print school work at home, we suggest using the following options:
 - Save the file on a thumb/flash drive and use the home computer to print.
 - Email the file to the student's Gmail email account. Use the home computer to access the web-based Gmail and print from the home computer.

Backgrounds and Screensavers

Considerations:

- Any images set as the desktop background must be in line with the Electronic Resource Policy and Acceptable Use guidelines.
- Inappropriate media may not be used as a desktop background. Presence of pornographic materials, inappropriate language/gestures, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of Chromebook privileges. The presence of guns/weapons needs the approval of administration.

Copyright and Plagiarism

Considerations:

- Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the *Fair Use Doctrine of the United States Copyright Law (Title 17, USC)*

Technology Discipline

Behaviors and Discipline Related to Student Computer Use

Tech-related Behavior Violations	Equivalent “traditional” Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Intentionally damaging, defacing, or endangering Chromebook or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else’s locker

Behavior without a “traditional” behavioral equivalent

- Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others Unauthorized downloading or installing software
- Attempts to defeat or bypass the district’s Internet filter or any other inappropriate use of the network

- Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

School-Based Discipline:

- The discipline policies at each school encompass the one-to-one environment. Please reference the materials specific to the school or contact the school directly for details.

Classroom Interventions:

- For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Consequences:

- Wauconda CUSD 118 may remove a user's access to the network without notice at anytime if the user is suspected of engaging in any unauthorized activity.

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Manipulating settings.
4. Exchanging parts.
5. Using the network for financial or commercial gain, advertising, or political lobbying
6. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
7. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
8. Gaining unauthorized access anywhere on the network
9. Revealing the home address or phone number of one's self or another person
10. Invading the privacy of other individuals
11. Using another user's account or password, or allowing another user to access your account or password
12. Coaching, helping, observing or joining any unauthorized activity on the network
13. Posting anonymous messages or unlawful information on the network

14. Participating in cyberbullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
15. Falsifying permission, authorization or identification documents
16. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
17. Knowingly placing a computer virus on a computer or network
18. Attempting to access or accessing sites blocked by the Wauconda CUSD 118 filtering system
19. Downloading music, games, images, videos, or other media without the permission of a teacher
20. Sending or forwarding social or non-school related email

Chromebook Security

Balanced Approach:

- Two primary forms of security exist: Chromebook security and internet filtering. Each of the Chromebooks has a security program installed on it. Wauconda CUSD 118 strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the Wauconda CUSD 118 network.
- Security is in place on the Chromebook to prevent certain activities. These include downloading or installing software on the Chromebooks, removing software, changing system settings, etc.
- Wauconda CUSD 118 maintains an on-site internet filtering. This appliance automatically filters all student access to the internet.
- Wauconda CUSD 118 maintains a software based filtering solution while students are off campus. This filtering solution helps to keep students safe while outside of Wauconda CUSD 118 networks and is required by law.

Damaged Equipment

Process for Reporting Damaged/Non-functioning Device:

If a student leaves their Chromebook at home, the student is responsible for getting a “loaner” through the Media Center. (Loaner Chromebooks are limited and may not be available.)

If a student has forgotten their Chromebook → **first**, they must see their homeroom teacher → **next**, the homeroom teacher gives a pass to the Media Center → **finally**, the student will be given a loaner ChromeBook from media center, if available, All forgotten loaners must be returned by end of the school day. Failure to do so may result in disciplinary action and possible fees.

Chromebook Undergoing Repair

Loaner devices may be issued to students when their Chromebooks are being repaired by the school.

If a student has a problem with their ChromeBook outside of school, upon returning to school → **First**, the student should go to the main office to fill out the “**Chromebook Incident Form**” at the “**Chromebook Incident Desk**”, **next**, the student will be directed to the Office of Student Services or to the media center depending on the issue reported → **finally**, the student will receive a loaner.*

If a student has a problem with their ChromeBook during school → **First**, the student should go to the main office to fill out the “**Chromebook Incident Form**” at the “**Chromebook Incident Desk**”, **next**, the student will be directed to the Office of Student Services or to the media center depending on the issue reported → **finally**, the student will receive a loaner.*

**A limited number of “loaner” devices are available so having a “loaner” is not guaranteed.*

Loaner Devices:

- Temporary replacements, known as “swaps”, are available on a first come/first serve basis so that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same rules and regulations listed in this document apply to swaps.

Warranty:

- These devices are warrantied for 4 years. Accidental coverage is covered one time per year. Any additional damage beyond that is the responsibility of the student/parent/guardian. The replacement process will be facilitated by the Technology Department.

Accidental Damage vs. Negligence:

- Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration and determination by the Technology Department and administration, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.
- Utmost care should be taken at all times. If a student accidentally damages their Chromebook,

they may be responsible for the cost.

Repairs:

- Occasionally, unexpected problems do occur with the Chromebooks that are not the fault of the user (computer crashes, software errors, etc.). The Technology Department will assist students with having these repaired. These issues will be remedied at no cost to the students assuming there was no misuse.
- The cost to repair any additional damage beyond the terms of the warranty is the responsibility of the student/parent/guardian.

Lost or Stolen Equipment

Lost Equipment

- **First**, the student should go to the main office to fill out the “**Lost or Stolen Chromebook**” ticket at the “**Student HelpDesk**”, **next**, the student will be directed to the Office of Student Services or to the media center depending on the issue reported → **finally**, the student will receive a loaner.*
- Students/families will be billed for damaged or lost equipment outside of the scope of the warranty.

Stolen Equipment

- If equipment is stolen, report to the “**Student HelpDesk**” as soon as possible and fill out a “**Lost or Stolen Chromebook**” ticket. If the device was stolen off of school grounds, file a report with the local law enforcement agency and keep a copy of the report to provide to the school. This should be done by the student or parent within 48 hours.
- Students/families will be billed for stolen equipment outside of the scope of the warranty.

Damage and Replacement Costs

Practicing responsible care routines with your student is the best way to prevent breakage or loss. In the event that the Chromebook is damaged (beyond the scope of the warranty) or lost, we do expect you to pay for the replacement of the Chromebook, just as we do for damaged or lost textbooks. The estimated replacement cost of the Chromebook and accessories is listed below.

Chromebook Replacement	\$351
Power Cord Replacement	\$25
Keyboard Replacement	\$85
Damaged/Broken Screen	\$150
Battery	\$89
Charge Port	\$99
Back Cover	\$89
Headphone Jack	\$89
SD Card Slot	\$89

Payment Timeline

Parents/guardians/students have 30 days to pay any bills. If bills are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may set up payment plans to clear bills, or utilize collection services, if needed.

Last: _____ First: _____ Student ID#: _____

Wauconda CUSD 118 Chromebook Agreement

By signing below, I agree to the following:

- *I will charge my Chromebook fully each night.*
- *I will clean my Chromebook with a microfiber cloth only.*
- *I will report damages by the end of the next school day.*
- *I will report a lost/stolen Chromebook immediately.*
- *I will not take off any school labels that are on my Chromebook.*
- *I will not take another student's Chromebook.*
- *I will not try to change the software on my Chromebook.*
- *I will not manipulate settings.*
- *I will not exchange parts with other devices.*
- *I will not create additional user log-ins.*
- *I will follow the Wauconda CUSD 118 Acceptable Use Policy when using my Chromebook.*

I have read this handbook as well as the long form handbook and agree to the terms and conditions listed within. I understand that I am bound to the conditions of the Acceptable Use Policy and will treat my device as well as other students devices with respect and care.

Student Signature: _____

Parent Signature: _____

Parent Name (Printed) : _____

Date: _____

INDEX

[Overview](#)

[General Guidelines](#)

[Parent/Guardian Responsibilities](#)

[Sign the Student/Parent Chromebook Agreement](#)

[Accept Liability](#)

[Monitor Student Use](#)

[Chromebook Rules and Guidelines](#)

[Acceptable Use of Electronic Resources](#)

[Activities Requiring Teacher Permission:](#)

[Care of Chromebook at Home:](#)

[Traveling To and From School:](#)

[Troubleshooting and Swaps](#)

[Troubleshooting Procedure](#)

[Google Apps for Education Accounts](#)

[Guidelines and Reminders:](#)

[Examples of Unacceptable Use:](#)

[Webcams and Microphones](#)

[Watching Movies](#)

[At Home \(If applicable\):](#)

[Gaming](#)

[At School:](#)

[Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.](#)

[At Home \(If applicable\):](#)

[You are not allowed to load personal software onto the Chromebook.](#)

[Printing](#)

[Backgrounds and Screensavers](#)

[Copyright and Plagiarism](#)

[Technology Discipline](#)

[Behaviors and Discipline Related to Student Computer Use](#)

[Behavior without a “traditional” behavioral equivalent](#)

[Examples of Unacceptable Use](#)

[Chromebook Security](#)

[Damaged Equipment](#)

[Loaner Devices:](#)

[Accidental Damage vs. Negligence:](#)

[Lost or Stolen Equipment](#)

[Lost Equipment](#)

[Stolen Equipment](#)

[Damage and Replacement Costs](#)

[Payment Timeline](#)

[Wauconda CUSD 118 Chromebook Agreement](#)

[INDEX](#)