



## **Westport Public School Middle School 1:1 Chromebook Student Guidelines**

Our vision is that middle school students in Westport acquire the skills necessary to select and manage digital tools that will empower them in all phases of the learning process, including research, problem solving, content creation, communication, and collaboration. In striving towards this vision, Westport Schools has implemented a 1:1 Chromebook program for students in grades 6-8. Students are expected to bring their Chromebook home and to school daily.

### **EVERY DAY, STUDENTS WILL:**

- ❖ **Bring fully-charged Chromebook to school**
- ❖ **Keep protective cover on Chromebook**
- ❖ **Adhere to the school's Acceptable Use Policy**
- ❖ **Be responsible for the security of their Chromebook**

### **Student Responsibilities:**

Students will:

- Use the Chromebooks in a safe, ethical, and responsible manner and use their Chromebook in the manner and purpose in which they are instructed to by their teacher
- Be responsible for the general care of the Chromebook. Chromebooks can not be personalized with stickers, overlays, different cases, etc.
- Use the provided protective cover at all times - do not remove protective cover.
- Leave the ID label and barcode untouched on both the Chromebook and charger
- Bring the Chromebook every day to all classes *unless specifically instructed not to do so by their teacher*
- Have the device *fully charged* by the beginning of homeroom
- Leave their personal laptops/tablets at home
- *Never* loan their Chromebook to another student
- Immediately comply with their teachers' requests to shut down or put away any technology. Teachers have the discretion to determine when students may use technology in the classroom.
- Not use their Chromebook during any assessments or tests unless otherwise directed
- Store everything in Google Drive or their network drive
- *Never* leave their device in an unlocked locker or any unsupervised area
- Turn in the Chromebook immediately to the library if it malfunctions
- Make arrangements to complete any class work should they, in a rare event, not have their Chromebook. This may include using paper and pencil and transferring it to an electronic document later.

**While the Chromebooks are personally assigned, students must adhere to the 1:1 guidelines, demonstrate good digital citizenship, and follow the District's Acceptable Use Policy. Use of the school system's network is not private and the District reserves the right to monitor use to ensure compliance with the Acceptable Use Policy.**

### **Device Security**

The responsibility to keep a student's Chromebook secure rests with the individual student. Students are assigned secure locker space at the beginning of each year. The WPS District, including its staff or employees, is not liable for any Chromebook stolen or damaged on campus. If a Chromebook is stolen or lost it should be immediately reported to the student's homeroom teacher.

If a student's Chromebook is found unattended it will be taken to the library.

## **Network and Printer Access**

Students will have access via their student network logon credentials to the Westport Public Schools secure wireless network and secure printers.

## **District Responsibilities**

The District will:

- Ensure the proper operation of the school network. If a student is having difficulty connecting to the network, the District will verify the network is running properly. *While the District's networks are available on a 24 x 7 basis, there is no guarantee of 100% uptime. In rare cases where the network may be unavailable, the District will not be responsible for lost or missing data.*
- Ensure the proper operation of the networked printers and will repair them as needed once a support ticket has been entered into the helpdesk system by a WPS staff member
- Provide access to all required instructional and productivity software and applications including email.
- Provide Internet filtering of inappropriate materials, as required by state and federal law, on all school maintained networks and devices
- Instruct the students on best practices for safe Internet use and good digital citizenship
- Enforce the Acceptable Use Policy

## **Laptop Repairs**

If a student's Chromebook is in need of repair, the Chromebook will be swapped out with another one by the library staff. The Chromebook must be handed to the library media para or library media specialist. *It cannot be dropped off* on the counter.

## **In Summary**

We encourage all students and parents to visit (update website) for additional information and answers to frequently asked questions.

## **Please refer to the following related policies and guidelines:**

Acceptable Use Agreement

Bullying Policy

Electronic Device Policy