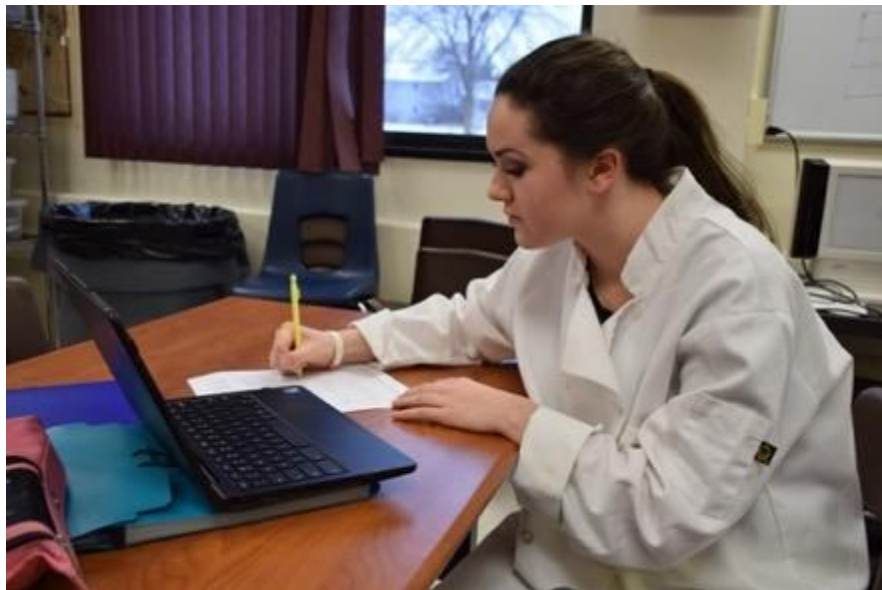




*Chippewa Falls Senior High School*  
*Cardinal MILE*  
**Mobile, Integrated, Learning, Environment**



*Procedures and Information*  
*2018-2019*



**Failure to comply with the guidelines of this handbook will result in a fine up to the replacement cost of the device.**

Dear Parents and Community Members:

I feel so privileged to welcome you to a new age of education for the students of Chippewa Falls Senior High School! This new age is about equal access to a world of information, about high engagement in learning, and about opportunities to be creative and to collaborate. This new educational landscape is historic for learners and teachers, and we are so excited to be a leader in Wisconsin in *One-to-One Computing*. Our vision is that the students and faculty of Chi-Hi will be able to extend their learning beyond the walls of a classroom and beyond the hours of a school day, to use anytime, anywhere. This truly is *Educational Excellence for a Changing Tomorrow!*

Dr. Heidi Taylor-Eliopoulos  
District Administrator  
Chippewa Falls Area Unified School District





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### 1. RECEIVING YOUR LAPTOP:

#### 1a. District Owned/Issued Laptops

Chromebook laptops will be distributed at registration for students in grades 9-12 and the first two weeks of school for incoming new students. Registration for the Cardinal MILE 1:1 will be part of district's online registration process through Infinite Campus. This must be completed before a device will be issued. Visit the [Cardinal MILE webpage](#) for full details or visit your [Infinite Campus Parent Portal](#) to complete online registration.

#### 1b: Probationary Student Privileges

To protect the assets of the Chippewa Falls School District, and at the discretion of the high school administration, students who violate the Acceptable Use Policy or the Chippewa Falls Senior High School 1:1 Laptop Procedures and Information outlined in this document may be required to turn in their Laptops to the HS Library at the end of each day. The HS Library will secure and charge the equipment during the evening and the student will be allowed to check it back out on a daily basis.

### 2. RETURNING YOUR LAPTOP:

All district-owned Laptops must be returned following the guidelines:

- **Students leaving the district must return district-owned Laptops to the HS Library prior to leaving.**
- Students will be asked to return their Laptop at the end of the school year when final exams or required online assignments have been completed. (17-18 Juniors should keep devices through the summer.)
- Details for turning in devices will be provided to students and parents during 4th quarter.
- Parents of students who fail to return their device will be notified and may be fined for replacement cost of the Laptop.
- Any Laptop not returned will be considered stolen property and law enforcement agencies may be notified.

### 3. TAKING CARE OF YOUR LAPTOP:

Students are responsible for the general care of the Laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the HS Library as soon as possible so that they can be repaired. **Do not take district-owned Laptops to an outside computer service for any type of repairs or maintenance. Failure to comply with the guidelines of this handbook will result in a minimum fine of \$50.00 or up to the replacement cost of the device.**

#### 3a: General Precautions

- Food and/or drink should not be used next to your Laptop
- Cords, cables, and removable storage devices should be inserted carefully into the Laptop.
- Never transport your Laptop with the power cord plugged in. Never store your Laptop in a carry case or backpack while plugged in.
- Laptops must remain free of writing, drawing, or stickers UNLESS the Laptop is protected with



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removable skin. A district-provided identification label with the student's name is acceptable on the Laptops.

- Vents should not be covered.
- Laptops must have a Chippewa Falls School District asset tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action may result.
- Student name tags, serial numbers and other factory-placed labels, stickers or decals should not be tampered with or altered in any way.
- Laptops should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Laptops for use each school day.
- Student Laptops will be labeled in the manner specified by the school. Laptops can be identified by name label, district asset tag and factory serial number

### 3b: Carrying Laptops

- Transport Laptops with care.
- Laptop lids should always be closed and tightly secured when moving.
- Never move a Laptop by lifting from the screen. Always support a Laptop from the bottom with lid closed.
- Use of a protective case or padded laptop backpack is encouraged to help protect the device and screens.
- Some district-provided carrying cases may be available through the HS Library upon request.

### 3c: Screen Care

**The Laptop screens can be easily damaged.** The screens are particularly sensitive to damage from excessive pressure on the screen, such as pressure from objects or textbooks in the backpack.

- Do not lean on or put pressure on the top of the Laptop when it is closed.
- Do not store the Laptop with the screen in the open position.
- Do not place anything on near the Laptop that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, papers, discs, etc.).
- Please keep the Laptop away from pets or younger siblings. Cords are easily damaged by chewing, getting caught in vacuum cleaners and slammed in doors, etc. Young children are more likely to drop or knock Laptops off of counters, tables and chairs.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some solvents can damage the screen. If necessary, use a damp (not wet) towel to clean the Laptop.

### 3d: Account Security

Students are required to use their chipfalls.org domain user ID and password to protect their accounts and are required to keep that password confidential.

- Under no circumstances should Laptops be left in an unsupervised area, including the school



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grounds and campus, the cafeteria, computer labs, gyms, locker rooms, LMC, unlocked classrooms, dressing rooms and hallways.

- **Unsupervised Laptops may be confiscated by staff. Disciplinary action may be taken for leaving your Laptop in an unsupervised location.**
- It is best practice to sign out of accounts when the laptop is not in use.
- Do not share or display your username and password on your laptop device.

#### 4. USING YOUR LAPTOP AT SCHOOL

4a: Laptops left at home or under repair

- Students will have the opportunity to use a loaner Laptop from the HS Library if one is available.
- Repeat violations of this policy may result in disciplinary action.
- Students using loaner Laptops will be responsible for any damages incurred while checked out to the student.
- Students must return loaner Chromebooks to the Library as soon as possible.

4c: Backgrounds

- 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.
- Take care to protect your password. Do not share your password.

4d: 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.

4e: Printing

- Students may use network printers with teacher's permission during class or breaks.
- Students will be sent directions on how to print from school once the school year starts.
- Students may also print from a desktop computer or at home with Google Cloud Print or by logging into their chipfalls.org account on their home computer.

#### 5. MANAGING & SAVING YOUR DIGITAL WORK WITH A LAPTOP

5a: Saving to your Google Apps Account

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Laptop, desktop computer and some other devices, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Google Documents belonging to HS students saved in Google Drive are backed up.



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- Prior to leaving the district, or graduating, students should save any work by using [Google Takeout](#) or manually transferring files to a personal Google/Gmail account.

5b: Saving to removable storage devices

- Information may be stored or backed up on a personal removable storage device such as a jump/thumb drive, SD card, etc.

5c: Saving to your Laptop

- A limited amount of information may be saved to the local hard drive of the Laptop in the Downloads folder. It is not recommended that the hard drive be used as a storage place for important information as these items are not backed up.

**6. OPERATING SYSTEM ON YOUR LAPTOP**

6a: Updating your Laptop

- When a Laptop starts up, it should update itself automatically, so it has the most recent version of the Chrome operating system as long as it is powered off on a regular basis. Updates are occasionally suspended by the CFAUSD Dept. of Educational Technology.

6b: Procedures for Restoring your Laptop

- If your Laptop needs technical support for the operating system, follow the repair procedures for broken or damaged devices.

**7. ACCEPTABLE USE GUIDELINES**

7a: General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Chippewa Falls School District.
- Students are responsible for their ethical and educational use of the technology resources of the Chippewa Falls School District.
- Access to the Chippewa Falls School District technology resources is a privilege and not a right. Each employee, student and parent, or person utilizing a district device, will be required to follow the Acceptable Use Policy.
- Transmission of any material 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 Laptop viruses.
- Any attempt to alter data, the configuration of a Laptop affecting it's educational use, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Students who utilize the school district's wireless network are subject to filtering and monitoring by school district protective software. Attempts to by-pass the filters, remove the filters or refusal to install district filtering software will result in loss of privileges and disciplinary action.

7b: Privacy and Safety



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- Never share your login information with other students.
- For more information about internet safety, see the resources linked on the [Cardinal MILE webpage](#).

**7c: Legal Property**

- 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 policy. 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 will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, could result in criminal prosecution or disciplinary action by the District.
- It is illegal to collect or utilize other people's information to log in or participate in online activity.

**7d: E-mail Electronic Communication**

- 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.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

**7e: Consequences**

- The student in whose name a system account and/or Laptop hardware is issued will be responsible at all times for its appropriate use. (do not share your login information)
- Non-compliance with the policies of this document or the Student Acceptable Use Agreement as outlined in the Chippewa Falls Senior High School Student Handbook, may result in disciplinary action up to and including expulsion.
- Electronic mail, network usage, and stored files shall not be considered confidential and will be monitored at all times by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws and charges will be pressed as appropriate.
- District and/or its designee reserves the right to monitor all e-mail, network and internet related activities of the student, which are considered to be public (not private) communications.

**7f: Prohibited Behaviors**

- Using the network for any illegal activity, including violation of copyright and other contracts
- Using the network for financial or commercial gain
- Degrading or disrupting equipment or system performance
- Utilizing a Virtual Private Network (VPN) to evade content filters
- Vandalizing the data of another user





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- Gaining unauthorized access to internet resources
- Invading the privacy of individuals
- Unauthorized use of an account owned by another user
- Posting anonymous messages
- Engaging in activities that would violate school or district policy
- Any illegal activity, including violation of state and/or federal law
- Violating WiscNet Policies

**8. LAPTOP TECHNICAL SUPPORT**

Technical support will be available through the HS Library. Services provided include the following:

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

**9. LAPTOP REPAIR AND FINES**

The Chippewa Falls Senior High School will complete repairs in-house via the student repair team. Your \$15 non-refundable insurance fee is included in the high school registration fee and does not require an additional payment. Our Student Helpdesk Team will learn how to repair and maintain Chromebooks. The Chippewa Falls Area Unified School district will repair or replace devices that malfunction due to warranty issues. **Up to two incidents of damage caused by accidental incidents will be covered with this fee. Damage beyond two incidents will incur a parts fee to the student.**

- Insurance fee includes coverage for hardware failure, theft, repair and accidental damage. The coverage includes **up to two incidents**.
- Coverage does not include deliberate or negligent damage to the Chromebook (as determined by district staff).
- Coverage does not include the case, charger or cord.
- Coverage Examples:
  - **Accidental damage** caused by drops, cracked screens or other unintentional events (up to 2 incidents)
  - **Theft** of device (requires a police report to be filed within 48 hours of theft occurring)
  - Loss or damage to the device due to fire (requires official fire report from investigating authority)
  - **Electrical surge**
  - **Natural Disasters**
- Exclusions to coverage
  - Dishonest, fraudulent, intentional, negligent or criminal acts
  - Consumables (including but not limited to case, charger or software)
  - Cosmetic damage that does not hinder functionality of the devices may not be repaired.



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**10: WHO TO CONTACT:**

<b>Question/Issue</b>	<b>School District Contact</b>	<b>Phone Information</b> 715-726-2406	<b>Emails</b>
Laptop not working, repair status, etc.	Brandon Ash	x3759	<a href="mailto:ashbs@chipfalls.org">ashbs@chipfalls.org</a>
Inappropriate use of laptop	Cory Kulig Adam Zenner	x 2204 x 1087	<a href="mailto:kuligcw@chipfalls.org">kuligcw@chipfalls.org</a> <a href="mailto:zenneraj@chipfalls.org">zenneraj@chipfalls.org</a>
Cardinal MILE Vision, Program Goals, etc.	Sarah Radcliffe	x 3751	<a href="mailto:radclisa@chipfalls.org">radclisa@chipfalls.org</a>

Resources: (coming soon)

- Student Chromebook Care and Use Video
- Replacement Part Costs