Student Technology Handbook

Whitehall High School

Beginning with the 2019-2020 school year, in alignment with our QUEST 2021 initiative, every student will receive a Chromebook for the school year. Students will be expected to maintain the devices on a daily basis and ensure their proper use and handling. The Chromebooks are an extension of the classroom and therefore should be used for educational purposes only. Chromebooks are to be returned as received, except normal wear and tear as determined by the District, at the conclusion of each school year or when requested by any school district official. The Whitehall Coplay School District <u>School Board</u> <u>Policy No. 815: Acceptable Use of the Internet</u> and <u>School Board Policy No. 224: School Property</u> apply to all students and staff using Chromebook, regardless of location. The assignment and use of a Chromebook are considered to be a privilege. Inappropriate use or neglect of a Chromebook, carrying case, charger, the Internet and/or any installed software could result in the loss of Chromebook privileges. Loss of privileges will not change classroom expectations and/or assignment completion.

The policies and procedures, and information within this document apply to all Chromebooks and other digital devices used at Whitehall High School. Teachers may set additional requirements for use in their classrooms.

Voluntary Technology Fee
- The voluntary technology fee has been set at $15 per student. The fee will cover the cost of the first accidental damage to repair the Chromebook. All students in grades 9-12 are asked to pay a $15.00 annual technology fee. The technology fee may be paid online using MySchoolBucks.com or by making a cash payment in the Main Office. Families who opt-out of the technology fee will be responsible for the costs of repair or replacement for any damage incurred.
- If the technology fee is paid the first accident requiring a repair will be covered. The second accident during the same year may result in a charge of $50 or the cost of the repair. The third accident requiring repair may result in the entire cost of the repair to be charged to the student.
- If the technology fee is not paid, the non-warranty repair cost will be assumed by the student.
- <u>For any damage determined to be misuse, horseplay, neglect, intentional damage, or lost/stolen device</u>, the cost is the actual cost of repair or replacement of the device, currently $259 as of 8/1/2019.
- If a power adapter, case, or other accessories are damaged or lost, the parent/student is responsible for the full cost of replacement, currently $25 for the adapter and $10 for the carry case or hardshell case.

General Care and Precautions
- Students and parents/guardians acknowledge that any issued device is and remains the property of the Whitehall Coplay School District. The student's use of the device is a

privilege and may be revoked at any time due to misuse. Students must return the device if they withdraw from school, at the end of the year or immediately upon the request of WCSD. WCSD will assess a fee and may also file a report of stolen property with the local law enforcement agency for devices not returned.

- Students are responsible for the general care of the Chromebooks. Chromebooks that are damaged or broken should be immediately returned to the High School Technology Team in the Library for evaluation. Examples include, but are not limited to: cracked casing, cracked screens; frayed charger cables; and beverage spills on keyboards.
- Students are responsible for keeping track of the Chromebook and taking precautions to keep it safe. Make certain the locker is completely closed and locked when storing your Chromebook. If you store the Chromebook in a backpack, make certain your backpack is never left unattended.
- Do not eat or drink while using your Chromebook.
- When using USB storage devices or connecting the power cord to the Chromebook, carefully remove and attach these devices.
- Cords, cables and removable storage devices should be inserted carefully into the Chromebook computer. Students should not carry Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of the District. Fees may be charged for the removal of any items from student Chromebooks. Chromebook covers are acceptable and encouraged and can be useful to distinguish Chromebooks from each other.
- Students must follow all copyright laws. Familiarize yourself with School Board Policy No. 814 –Copyright.
- Downloading unauthorized games, applications or software by students is not permitted.
- Students should not loan the Chromebook to anyone (including family members) and should not share login or password information for any website or services.
- When closing and storing the Chromebook in the sleeve, put the computer in sleep mode or turn it off to prevent overheating.
- If a student notices the Chromebook is running slow or functioning in an abnormal manner, they should report to the Technology Hub in the Library for support.
- Inappropriate language and materials used as screensavers and/or desktop images are not permitted on Chromebook computers.
- Vandalism to any Chromebook, sleeve, or charger is strictly prohibited.
- Students/Parents may be responsible for the restoration or replacement costs associated with vandalism. In addition, the district may refer instances of vandalism to the appropriate authorities for civil, criminal, or juvenile proceedings.

Case
Students will be provided a case for each computer. Computers should be kept within these cases when they are not in use.

Screen Care
- Do not place anything on the keyboard before closing the lid (i.e. pen, pencil, disks).
- When cleaning dirty Chromebook screens use an anti-static cloth or microfiber cloth. Do not use tissues, paper towels or any other kinds of material that will scratch the Chromebook screen.
- Do not lean on the top of the Chromebook when it is closed. Do not poke the screen.
- Always place the Chromebook in the District-provided sleeve or similar protective case. Be careful not to drop or throw backpacks or Chromebook sleeves. The Chromebook will get damaged.
- Do not poke the screen with anything that will mark or scratch the screen surface.

Loaner Chromebooks
There will be a limited supply of "loaner Chromebooks" located in the Technology Hub in the LIbrary. If you are experiencing trouble with a Chromebook, please visit the Tech Hub. If the Technology Team is unable to assist with fixing the Chromebook, a loaner may be issued based on availability and need.

Acceptable Use Policy
All students and parents should familiarize themselves with the WCSD Acceptable Use Policy. In addition, the use of proxies to bypass District filtering is not acceptable and violates School Board Policy No. 815: Acceptable Use of the Internet. Chromebooks should be used for educational purposes only. Students shall not visit vulgar or pornographic websites or view or transfer materials that are not suitable for an educational environment. Be cautious about clicking on questionable links or links from unknown sources. Students shall not use Chromebooks to bully, harass, or intimidate other students.
Students who violate the Acceptable Use Policy, WCSD User Agreement, or School District Policy while using school district issued Chromebooks will be subject to disciplinary action.

Network Access
Students will have access to the WCSD network and will be expected to follow School Board Policy 815 regarding appropriate network usage.

Filtering
WCSD has installed GoGuardian filtering software that will limit student internet access to sites that are deemed inappropriate. This software will be active on all devices, both at school, and at home. This software also allows the school district to deactivate any device that has gone missing or has been stolen.

Batteries, power adapters

Chromebooks need to be charged on a daily basis and should be charged in the overnight hours. Academic and disciplinary consequences may be administered for students who fail to regularly charge their Chromebooks.

Software
All software on District Chromebooks will be licensed, approved and installed by a District Computer Technician.

Saving Information
The District recommends that Students work locally on their Chromebook and backup important school data (projects, papers, etc.) regularly to their Google Drive. There is no expectation of privacy for data stored on school-issued devices.

Email
Students will be expected to use a school district issued Gmail accounts for correspondence with fellow students and teachers. All policies, procedures, and practices ruling proper etiquette should be respected when sending and receiving email through student Gmail accounts.

Sound, Games, or Apps
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All software/apps provided by the district should remain on the computer.
- Downloading unauthorized games, applications or software by students is NOT permitted.

Classroom Procedures
The classroom teacher will determine the use of Chromebooks during instructional time. Teachers will follow appropriate guidelines for the use and management of Chromebooks during class time.

Library/ Technology Hub
The Library will be open on a daily basis during regular school hours. The "Hub" will be available during the following hours 7:30-8:00 and 2:30-3:00. The Hub will be staffed with a technician for any computer-related issues. Students must have a written pass to visit the Hub from their classroom teachers. As the school year progresses, the hours the Tech Hub is open may change. The hours will be posted on the front of the library and on the morning announcements on a weekly basis.

Gymnasium
Students should store their Chromebooks in their own locker or their gym locker during class. All school and personal property should be locked in the lockers during class. Students will be responsible for any property that is not properly secured during gym class.

Cafeteria

Students will not be permitted to use their Chromebooks in the Cafeteria.

Student Withdrawals

Any student who is withdrawing from school must notify the Guidance Office and return their device prior to their withdrawal date. Any student who fails to do so will be assessed a financial obligation.

End of Year Chromebook Procedures

At the end of the year, Chromebooks will be collected at Whitehall High School for maintenance and safekeeping. Students will also be expected to return their carrying cases and battery chargers at this time. Students will follow building procedures with regard to returning Chromebooks.   Failure to do so can result in a financial obligation for the student.