

Covington-Douglas 1:1 Chromebook Initiative

Overview: At the beginning of the school year, the district will assign a chromebook to each student. This one to one instructional initiative will lead the way toward continuous improvement in the following district goals:

- Prepare all learners to be productive and responsible citizens who are equipped to pursue excellence in an ever changing world.
- Utilize research based, leading edge instruction and learning opportunities in face to face, blended, and virtual classroom settings

Toward these goals, all students will have access to instructional technology that will make them successful in the classroom and beyond.

Project Objectives: This initiative seeks to:

- Enhance and enrich teaching and learning.
- Ensure equitable access to instructional technology.
- Improve student outcomes through the 4 C's:
 - Creativity and Innovation
 - Critical Thinking and Problem Solving
 - Communication
 - Collaboration

Chromebook: The chromebook is a personal computer designed to work through with Google Apps for Education (GAFE) web based applications. The district chose this device as the best fit for the needs of the students in terms of processing speed, ease of operation, productivity, and cost effectiveness. The district will purchase and retain full ownership of the chromebooks and will have in place measures to prevent the inappropriate use of the device and/or internet in keeping with District Technology Policy.

Distribution of the Chromebooks: Distribution of the Chromebooks will take place at the beginning of the school year. A student will be given a device only if a parent or guardian has signed the Chromebook Use Agreement and checked the box saying they accept the Internet Acceptable Use Policy and completed the enrollment process that includes acknowledging having read and understood the district policies. Each student in grades 7-12 will receive a device, power cable, earbuds, and carrying case. Each student in grades 1-6 will only have access to a device during the school day (unless we are required to go back to distance learning. In that case the device will be sent home during that time).

District Responsibilities for the use of the Chromebook: The district will comply with the Children’s Internet Protection Act (CIPA) to prevent the inappropriate use of the Chromebook. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired at the district’s expense. The district will have devices available that can be checked out to students whose devices are being repaired or replaced.

Parent and Student Responsibilities: As with any district owned property (ex.: textbooks), parents and students will be responsible for returning the Chromebook in good working condition at the end of the school year or upon checking out to go to another school.

Because the Chromebook is an internet based device, the student may need internet access either at home or at public places that offer wifi access in order to use the web based applications. At school or elsewhere, students are expected to observe all district policies as well as federal, state and local laws. In addition, students should follow the “Digital Citizenship Tips for Teens” (from commonsensemedia.org). The student and parent/guardian may be responsible for replacement cost for a lost Chromebook or making repairs that were the result of inappropriate use or neglect of the device. Please see the “Usage and Additional Fees” category for possible fees.

Usage/Insurance and Additional Fees: The district will provide the student a Chromebook for use at no charge. If there is malicious damage or it is lost or stolen, charges will be incurred before a new device will be issued. If any malicious or intentional neglectful incident occurs causing damage, the full cost of repair or replacement is the responsibility of the student and/or parent/guardian. **Typical Repair/Replacement Costs-**

Chromebook - \$225

Cord - \$45

Screen - \$45

Keyboard/Motherboard - \$85

Damaged Chromebooks Students with damaged or malfunctioning Chromebooks must take it to the school library. They may then borrow a device while the device is being repaired or replaced. Each student will be issued a receipt for the borrowed device that he or she is to keep until the loaner is returned. The loaner device will be the student's responsibility while in their possession, with the same guidelines listed for the device checked out to them. The determination of whether the damage is malicious or non malicious will be determined by committee.

General Care of the Chromebook

- Do not place food or drink near the device.
- Insert cords, cables and removable storage devices carefully.
- Do not deface the device with writing, drawings, stickers, labels, etc. that are not approved by the District.
- Do not place heavy objects on the device.
- Always carry the device with care; the screen should not be open when being carried.
- Do not lift the device by the screen.
- Clean the screen only with a soft, dry microfiber cloth or antistatic cloth. **DO NOT USE CLEANING SOLVENTS OR OTHER LIQUIDS ON THE SCREEN.**
- Do not deface or remove any district labeling.
- Always keep the Chromebook in the District issued protective case. Although the case is reinforced to help protect the Chromebook, it is not guaranteed to prevent damage. It remains the student's responsibility to care for and protect the device.

Guidelines for Appropriate Use: Failure to use District devices, networks or other resources responsibly may result in disciplinary action:

Students will:

- Use the Chromebook and other district technology resources only for academic purposes.
- Use appropriate language and graphics, whether posting and publishing from home or school, when using blogs, podcasts, email or other communication tools.
- Use only assigned accounts.

- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following “General Care” guidelines provided in this handbook.
- Report the loss or damage of the device immediately to the library.
- Charge the device at home and have it ready to use every day, every class period. Charging will not be allowed during school.
- Keep the sound muted or use your headphones/earbuds (only when permitted by the teacher) when the noise might disturb others.

Students will NOT:

- Remove any identifying stickers or labels placed in or on the device by the district.
- Allow other people to use their assigned device.
- View, use or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by the district.
- Attempt to override, bypass or otherwise change the internet filtering software, Google Management, or other network configurations.
- Reset or wipe their device.

Parent and Student Chromebook Use Agreement:

Student Last Name: _____ First Name: _____

School: Covington-Douglas Public Schools **Grade** _____

Serial # of Chromebook: _____ Asset ID Name _____

C-D Schools agrees to:

- Provide a Chromebook to **7th - 12th grade students** on a 1:1 basis for the duration of the school year. If a device is lost, stolen, or broken the student will not be issued a new one until the usage and additional fees have been satisfied.
- **PK- 6th grade students** will have a device of their own that is kept on a cart in their classroom. In the event of a distance learning situation, those devices (or what is needed for 100% of their curriculum) will be sent home with these students until we are able to return to school.
- Each device will have a carrying case, headphones, and a charger for students to use during the school year.
- Provide filtered Internet access on the Chromebook at home and at school.
- Provide Google Apps for Education and other educational applications that support learning in the classroom and at home.

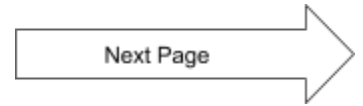
The Student agrees to:

- Bring their device to school daily so they are able to complete their assignments.
- Charge the device nightly at home. Charging is not allowed during the school day as there aren't enough power outlets in each room for every student.
- Take good care of the Chromebook in all locations.
- Be a responsible digital citizen.
- Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies.
- Report any damage or loss, whatever the cause, to your Technology Director as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Follow the Student Acceptable Use Guidelines outlined in the Student Handbook.

Parents/Guardians agree to:

- Ensure your student understands appropriate care of Chromebook in all locations.
- Review responsible digital citizenship with your student.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to school immediately.
- Return device at the end of the school year or upon checking out to take child to another school district.

- By checking this box, I am verifying that I have read the 1:1 Chromebook Initiative that is located at the following link



Student Name: _____ Student Initials: : _____

Parent Name: _____ Parent Signature: _____