



# Chromebook Take Home Handbook



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# Overview

In Frisco ISD, our 1: 1 program will continue our commitment to know every student by name and need. Having digital devices available to students 24/7 will support the design of lessons that meet the individual needs of learners both inside and outside the four walls of the traditional classroom. Technology is a foundational tool students will use to support the development of the attributes of the Frisco ISD Profile of a Future-Ready Learner.

# Vision

Re-defining the possibilities of what learning can look like for each student.

# Mission

To empower students, educators, staff and the community to utilize current and emerging resources as tools for lifelong learning.



# Beliefs

- Student learning outcomes should reflect creativity and critical thinking.
- Relevant and continuous professional learning is essential.
- Digital citizenship education develops a positive digital lifestyle for all students and staff.
- Strengthening communication and collaboration among all stakeholders cultivates student learning.

# Opportunities

- Integrate technology into the daily learning experience, and support essential college and career readiness skills including: collaboration, creativity, critical thinking, communication and citizenship.
- Extend the learning outside the classroom.
- Build relevant technology skills.
- Have opportunities for personalized learning.
- Receive timely feedback on their progress on skills and content mastery.
- Utilize Frisco ISD approved apps and extensions that provide an interactive engaging learning environment.
- Continue using technology that has been proven successful in our district.

# Equipment

The following items will be checked out to the student and they and/or their guardian will be financially responsible for any damage, loss or theft.

- Chromebook
- Charging cable

# Guardian Responsibility

In order for a student to be allowed to take a Chromebook home, the student and guardian must sign the "1:1 In The Middle" Guardian Acknowledgement form.

It is recommended that guardians set limits for their student's use of the device while at home and monitor use.

# Student Responsibility

## Device Distribution

Devices will be distributed on campus at the beginning of the school year and are intended for educational purposes. Middle school students must pick up a device, BYOD will not be an option. The device will be issued upon:

- Guardians reading this handbook and signing of the "1:1 In the Middle" Guardian Acknowledgement form
- Students taking an online course at the beginning of the school year. This will be completed in order to keep the device.
  - In this course students will acknowledge the reading of the "1:1 In the Middle" Handbook and the Student Responsible Use Policy in the Student Handbook.

With this privilege and opportunity comes student responsibility. Access to the Chromebook may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.



# Device Care

Students need access to a device on a DAILY basis. Students should follow these best practices to ensure their device is functioning each day.

- Students will come to school daily with a charged device and their charging cable.
- The student must take any device that is broken or not working properly to the Tech Depot on campus for repair or assistance.
- Student/guardian should never try to repair the device yourself or have someone outside the district work on it.
- This device is assigned to a specific student to use for learning. Do not lend Chromebooks and related equipment to other learners. Do not borrow a Chromebook from another learner.
- The student to whom a device is checked out to is financially responsible for any damage.
- No food or drink is allowed near your device. Remember that food and drink can damage your device.
- Do not place the device between large books or in binders in a backpack
- Do not leave a device in an environment with extreme temperatures such as outdoors, in the sun, or in a car.
- Never carry your Chromebook while the screen is open and do not carry the Chromebook by the screen.
- Do not place anything on the keyboard before closing the lid. This can damage the screen.
- Clean the screen with a soft, dry microfiber cloth. Do not use Windex or other harsh chemicals to clean the screen.
- Do not leave your Chromebook unsupervised at anytime or anywhere.
- It is important to keep your passwords private and not to share with others.



# Returning the Device

Students who withdraw from Frisco ISD or transfer to a different middle school within Frisco ISD must turn in their district issued **Chromebook and charger** before the withdrawal process can be completed. If the device or charger is not returned, the student/parent will be responsible for the repair cost or the replacement cost of the device or charger. If the device or charger is damaged students will be charged according to the fee table below. Frisco ISD accepts and acknowledges that reasonable and normal wear and tear of the Chromebook over the course of its useful life will occur. Aesthetic scratches are an example of normal wear and tear for which students would not be held responsible.

If a student fails to return the device or charger, grades may be withheld until it is returned or paid for.

Furthermore, a police report may be filed as the device may be considered stolen.

# Personalization

This device and charger are issued to a student, however, it still is property of Frisco ISD. Therefore, inappropriate media may not be used as wallpaper. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols/pictures may result in disciplinary action.

Students can put a cover on the device and personalize the cover, but not the device. They can personalize the charger, but when it's returned, that personalization must be cleaned off.





# Internet Safety

Congress passed the Children's Internet Protection Act (CIPA) in 2000, tying E-rate program discounts to a school's Internet safety policy. The FCC requires three elements for compliance: content filtering to prevent access to obscene, pornographic, or harmful images; monitoring of online activities of minors; and education in appropriate online behavior and cyberbullying awareness.

To comply with CIPA, Frisco ISD employs a variety of methods to manage the "1:1" program including Internet filtering, Classroom monitoring, Chromebook management, and application restrictions.

Internet Filtering and Classroom monitoring software collects information about the sites that students access. If a student attempts to access an inappropriate site, a block or firewall screen is generated and the filtering software blocks the viewing of that site.

Our Technology Department uses Google management for student Chromebook use and inventory control. Through this management, technology staff can monitor use, and manage application download controls.

All students must be on Frisco ISD Wi-Fi and logged into Google Chrome at school regardless of device.



# Using Chromebooks at Home

Chromebook use will be filtered and monitored both on and off campus using a district owned filter and management software. It is recommended that guardians set limits for their student's use of the device while at home and monitor use.

Extra care should be taken at home not to leave the device or any accessories within reach of pets, siblings, or other family members who should not have access to the device or could damage it.

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## We recommend the following tips:

- Provide a location in the house for the student to charge the device each evening so the student will bring a fully charged device to school every day.
- Use the device in a shared or common space in the home where everyone can see the screen.
- Do not post personal information such as addresses, telephone number, or the name and location of your school, without guardian permission.
- Report to teachers or campus administration any cyber bullying and threats.
- If a student receives a message that requests a meeting or asking them for a picture making them feel uncomfortable, they should tell a guardian and campus administrator immediately.
- Families should talk about how to recognize and avoid online predators. If a student comes across any information that makes them feel uncomfortable, they should immediately tell a guardian.
- Honor the Frisco ISD security software and filters.
- Families should come up with an agreement about the rules of your household concerning how you use the computer and the internet at home.



# Terms of Agreement

The student's right to use and possess the property terminates no later than the last day of enrollment in Frisco ISD unless earlier terminated by the district.

Each student is required to comply at all times with the *Frisco ISD "1:1 In The Middle" Handbook* and the *Student Responsible Use Policy* in the Student Handbook. Any failure to comply may terminate the learner's rights of possession, effective immediately, and the district may repossess the property.

## Legal Title

Frisco ISD has legal title to the property at all times remain in the district. The student's rights of possession and use is limited to and conditioned upon the student's full and complete compliance with the *"1:1 In The Middle" Handbook*. At all times, Frisco ISD retains the right to collect, inspect, filter and alter the device as deemed necessary.



# Financial Information

This section covers all known and anticipated costs for the device. Although every attempt has been made to anticipate costs, there may be unforeseen costs not mentioned in this section that will be handled on a case-by-case basis.

## Repair/Replacement Information

While the initial device is provided at no cost, there are fees assessed based on incident repairs.

- The first incident will be repaired for free
- The second incident will require the student to pay \$20 to help cover cost of repairs.
- The third incident will require the full cost of the device repair.
- In the instance that the damage to the device is intentional, the cost of the repair will be based on the damage regardless of how many incidents have occurred.
- Lost or broken chargers must be paid for to receive a replacement.



## Estimated Replacement Costs

Here are some examples of estimated repair/replacement costs, if it is determined that the loss or damage was a student's responsibility.

Chromebook	\$300
Battery	\$110
Screen	\$160
Keyboard	\$17
Keyboard and Touchpad	\$65
Power Cord (must use district issued or approved)	\$36

## Lost or Stolen Devices

Lost or stolen devices must be reported immediately to the campus. This will allow the campus to quickly investigate and possibly recover the device. The district can disable the device remotely to protect the device and/or data on the device.

Stolen devices must be reported to the local police and a copy of the police report provided to the campus administrator within five (5) business days of the occurrence. In the interim, a student will receive a loaner device from the campus until a replacement device becomes available.



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