# STUDENT HANDBOOK

## MIDDLE SCHOOL CHROMEBOOK PROGRAM
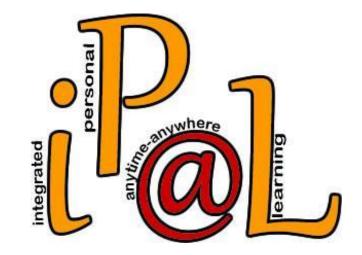
# Table of Contents

Background Information

*The focus of providing Chromebooks in the Hayward Community School District (HCSD) is to provide current tools and resources to today's learner. Effective learning and excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing student access to technology is essential and one of the current learning tools available is the Chromebook. Individual use of Chromebooks supports student empowerment to engage in their personalized learning before, during and after school as they prepare for postsecondary education and the modern workplace. Research [1] indicates that students who use devices in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and take an increased ownership in their personal learning.*
*Chromebooks have the ability to make learning more engaging, accessible, and personal.*

*Student learning results from continuous interaction with educators, students, parent/guardians, and the extended community. Technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anywhere.*

1. Project Red. (2013). *The Research.* Retrieved from:
http://www.projectred.org/about/research-overview.html

1. **Introduction**

Beginning in September, Hayward Middle School students will be issued a Chromebook for instructional use during the school year. The purpose of this Chromebook Handbook is to provide the guidelines for the proper use and care of the Chromebook.   The Hayward Community School District reserves the right to revoke or modify this handbook and/or its policies and procedures at any time.

2. **Hardware issued and kept in a classroom cart**

Students will be issued the following:

1) (1) Dell Chromebook  managed  by  District  Google  Chrome  Management  License that allows  the District  to support applications and provide oversight.
2) (1) Power cord
3) (1)Protective carrying case

3. **Care of Chromebook**

Basic care

● Food or drink are not allowed next to your Chromebook while it is in use.
    ● Cords, cables, and removable storage devices must be inserted and removed carefully into the Chromebook.
● Students should never carry their Chromebook by the screen.
● Chromebooks should be closed or shut down when not in use to conserve battery life.
    ● Chromebooks should never be forced into a tight space in a locker or wedged into a book bag as this may damage the screen.
    ● Do not expose your Chromebook  to extreme  temperature  or  direct  sunlight  for extended periods of time. Extreme cold or heat may cause damage to the device.
● Always bring your Chromebook to room temperature before turning it on.

Screen Care

● Do not lean on top of the Chromebook.
● Do not place anything near the Chromebook that could put pressure on the screen.
    ● Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, flash drives, etc.)
    ● Clean the screen with a soft, dry, anti-static or micro-fiber cloth.   Do not use window cleaner or  any  type  of liquid  or water  on the Chromebook.   Individually moistened eyeglass lens cleaning tissues may also be used to clean the screen.

### 4. File/document management

Students access their Google Apps for Education account by logging in using their [*@hayward.k12.wi.us](mailto:*@hayward.k12.wi.us) email account.   When in school, Chromebooks will automatically connect to the HCSD logon account.   When logged in, students are able to access his or her schoolwork from any computer that has Internet access.   The HCSD does not guarantee that the school network will be up and running 100% of the time.  In the rare case that the network is down, the District will not be responsible for lost or missing data.

### 5. Email, Internet usage and filtering

Students are provided an email account by the school.  Email correspondence is to be used for educational purposes only.  Students under the age of 13 are only allowed to email within the Hayward Community School domain. Electronic communication coming from or going to the school-issued email account can and will be monitored to ensure that all terms of usage are being followed.


As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for school.   When HCSD Chromebooks are used on networks outside the District network (e.g. home, coffee shop, etc.), the same level of filtering will be maintained.

Filtering restricts access to inappropriate online materials as defined by the HCSD Board Policy including, but not limited to pornography, obscenities or other material deemed  harmful  to minors.  HCSD cannot guarantee that access to all inappropriate online material will be blocked*.*

*\*\*No filter is as reliable as adult supervision!*     It is the responsibility of the parent or guardian to monitor student use, especially Internet, in the home.   It is the responsibility of the user to appropriately use the device,  network,  and  the  Internet.   All use, including off campus, is governed by HCSD Acceptable Use of Technology Policy.

Students are required to notify  a  teacher  or  administrator  if  they  access  information  or messages  that  are  inappropriate,  dangerous,  threatening,  or  that  make  them  feel uncomfortable.

HCSD is not responsible for providing internet access outside of school.  The ability to access the Internet from home varies from situation to situation.  No guarantee is implied.

### *6.* Monitoring usage

HCSD utilizes software to facilitate the monitoring of student Internet usage.   While HCSD is committed to protecting students, no technical or human supervision is failsafe.  HCSD reserves the right to investigate, review, monitor, and restrict information stored and transmitted on district owned devices.   Attempts by students to bypass the monitoring and filtering systems in place by resetting the device or attempting to install or use proxy servers or any other measures will be dealt with via the disciplinary process and may result in loss of student use of the device or other measures deemed appropriate by HCSD administration up to and including expulsion

### 7. Student responsibilities

AT SCHOOL

The Chromebook is intended for daily instructional use.  Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.   When instructed not to bring a Chromebook to class, devices are to be securely and properly stored in the student's assigned locker.

SOUND

Speakers are to be muted  at  all times  unless  permission  is obtained  from the teacher  for instructional purposes.  Some teachers may request headphones/earbuds on the school supply list.

PRINTING

HCSD encourages digital transfer of information by sharing educational information and emailing of information, assignments, other communication, etc.   If a printed copy of a document is necessary, printing is available in designated areas.

AT HOME:

Students are encouraged to use their Chromebooks outside of the school day and at home for educational purposes.   All students are responsible to maintain an appropriate (full) charge for the battery on a daily basis.  Students are expected to charge their Chromebook at home when the battery is unable to support a day's use in school.   There is no guarantee that charging resources will be available in school when a student may need it.  Students are responsible for bringing their Chromebook to school each day.

PERSONALIZING the CHROMEBOOK/CASE

**Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the HCSD.**  Spot checks may and will be done by District staff at any time.  Students may add appropriate music, photos, and videos to their Google Drive. Personalized media are subject to inspection and must follow the HCSD acceptable use policy.

PRIVACY AND SAFETY

Data storage is not guaranteed to be private or confidential.  District Administration reserves the right to inspect files on District property at any time and will take the necessary steps if files are in violation of the District's Technology Acceptable User Policy.  Inadvertent access to a website that contains obscene, pornographic, or otherwise offensive material must be reported to a teacher or an administrator immediately so such sites can be blocked from further access.  This is not merely a request.  It is a responsibility.  Parents are encouraged to check activity by logging in as the student.

LEGAL PROPRIETY

All students  and staff must comply with trademark and copyright  laws and all  license agreements.  Ignorance of the law is not immunity.  If you are unsure, ask if you are in compliance with the law.  The school librarian is a resource for questions on copyright.  Plagiarism is a violation of the HCSD discipline code.   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.

MANAGEMENT SOFTWARE

HCSD has installed Google Chrome Management  Software  on all devices.   Any attempts to bypass this software  through any measures  including  resetting  the  device  will  result  in disciplinary action by HCSD.

## 8. Unacceptable behavior

- Using the network for illegal activities, including copyright violations;
  - Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes while on campus;
- Downloading inappropriate materials, viruses, or software;
  - Using or possessing hacking or file-sharing software,  including  keystroke  loggers,  batch files, or applications used to bypass laptop or network security;
- Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;
- Using the Chromebook for financial gain, advertising, or political influence;
  - Vandalizing or tampering with equipment, files, software, system performance,  or other network equipment;
- Attempting to repair, remove, or install computer hardware or software;
- Opening the computer to access internal parts;
  - Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages;
  - Subscribing to mail lists, mass emails, games, or other services that cause network congestion;
  - Intentionally wasting finite  Internet  or  network  resources,  including  downloading  files, streaming  music,  videos,  or  games  or  installing,  activating,  or  creating  programs  that interfere with the performance of the network, Internet, or computer hardware;
  - Revealing, sharing,  or  posting  personal  information  including  full name,  address,  phone numbers,  social  security  numbers,  driver's license numbers, or passwords for yourself or others;
- Invading the privacy of others;
  - Using another person's username or password, or allowing another to access your account using your username or password;
- Pretending to be someone else when sending or receiving messages;
- Forwarding or distributing inappropriate email messages;
  - Engaging in harassment or transmitting obscene messages, picture, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content;

- Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism;
- Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students;

- Assisting, observing, or joining any unauthorized activity using the Chromebook, network, or Internet;

- Accessing or attempting to access Internet sites not approved by district/teacher including non-educational use of chat rooms, instant messaging, or social networking, social media sites and other sites that could expose students to harm or distraction from engagement in academic and school-related pursuits (HCSD Acceptable Use Policy)
    - Attempting to disable or bypass HCSD Internet content filter or firewall, or attempting to use proxies to access sites that would otherwise be restricted, including by means of resetting the machine to its factory settings;
- Falsifying permission or identification information;
    - Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses;
    - Knowingly placing a computer virus on a computer or network (additionally, legal charges may be filed);
    - Writing, drawing, painting, defacing, or placing stickers or labels on school-owned laptops or laptop accessories, or causing other intentional damage;
    - Attempting to alter data or the configuration of a computer or the files of another user will be considered vandalism and subject to disciplinary action;
    - Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs or gang related symbols are subject to disciplinary action;
- **Cyber-bullying** in any form is unacceptable. Students will not engage in any cyber-bullying activities, which may include efforts to harass, threaten, torment, embarrass, or intimidate students or school staff or the general public through the use of a Chromebook or computer. In situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on the maintaining of order and discipline in the schools. Discipline for cyber-bullying will be handled on a case-by-case basis as deemed appropriate by the school administration. In addition, criminal acts, will be reported to law enforcement.

## 9. Consequences

Students are responsible to comply with Board policies and this handbook at all times. Consequences for non-compliance with Board policies and this handbook may include disciplinary actions and/or financial responsibilities. Failure to comply may reduce or revoke student privileges in the 1:1 Chromebook program. The student may also be subject to disciplinary action as set forth in the HCSD Student Handbook. The HCSD cooperates fully with local, state, and federal law enforcement in the investigation of all computer crimes.

Chromebooks are to be returned annually no later than the last day of the school year. Chromebooks will also be returned upon removal from the school through withdrawal, suspension, expulsion, or transfer.

The Chromebook remains the property of the HCSD and cannot be loaned, sold, bartered, traded, leased, rented, or given to any other person(s). Failure to return the Chromebook and peripherals will result in a certified letter being sent to the parent or adult student listing the items not returned and associated replacement costs. The parent or adult student will have five (5) days to return the items or pay replacement costs. Failure to comply will result in a referral to local law enforcement. The parent or adult student may be charged with theft. The HCSD reserves the right at any time to require the return of the Chromebook.

## 10.     Technical support/repairs

Damaged or inoperable Chromebooks are to be returned to the tech depatment to be entered into the repair tracking system. For repairs taking more than one or two hours, a loaner may be provided to the student to use until the device is repaired and returned.

## 11.     Damaged/lost/stolen devices

Chromebooks are assigned to students in a similar fashion as assigning textbooks. However, unlike textbook assignment, Chromebooks will be assigned to the student for the entirety of their enrollment in the assigning school. It is understood that as materials are used, normal wear is expected. What is not expected is wear and tear that is above what is considered normal. As with textbooks, students may be issued a fine at the end of the school year if excessive wear is evident.

It is also understood that when using electronic devices, damage may occur. Two types of damage to school property are accidental damage and malicious or negligent damage. If a device is damaged, the student will need to return the device to the school's tech department to generate a repair order and to determine the nature and extent of the damage. If a device is damaged through malice, the student may face administrative or legal consequences depending on the nature of the damage.

If the device is lost or stolen, school administration and the technology department must be immediately notified. Contact must also be made with the Police Liaison Officer (PSL) so an official police report is generated to report the lost or stolen device. Efforts will be made to find and return the device, but if unable to locate the device, the student may be responsible for the replacement cost of the device. The parent, guardian, or adult student may be responsible for compensating the district for any losses, costs, or damages; possibly the device's full replacement cost. Students with damaged, lost, or stolen devices who fail to notify school officials may be subject to disciplinary action. It is very important to report any damage or other problems with the device as soon as possible.

12. **Parent/Guardian Expectations**
   - While the HCSD provides Internet content filtering, *there is no substitute for parental/guardian supervision when using a computer.*
   - Ensure that your child understands and adheres to the Chromebook and network policies as set forth in this handbook.
   - The parent/guardian will reimburse the school district for any costs incurred or fines assessed due to misuse, neglect, damage, or loss, including theft, up to the full replacement cost of the device.
- Review the Hayward Area School District's policies named herein and this Chromebook Handbook with your child.
   - Ensure the return of the Chromebook and all accessories at the end of the school year or before the student withdraws from school.

13. **Rights and ownership information**

The HCSD holds the legal title to the Chromebook and all accessories. Right of possession and use are limited to and conditioned upon full and complete compliance with all HCSD Board Policies and procedures. The HCSD does not guarantee that its technology resources will be uninterrupted or error free. Access to the network is provided on an "as is" basis without warranties of any kind. In the rare event that the network is down, neither the HCSD nor any of its agents or employees will be responsible for lost or missing data.

# HAYWARD COMMUNITY SCHOOL DISTRICT

## CIPA and COPPA PERMISSION

***Because your child may be under the age of 13, the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA), federal legislation which aim to protect children when using the Internet, requires that Hayward Community Schools notify you and/or obtain written permission for your child to use these websites. The intent of this part of the policy is to serve as both a notice to parent/guardian of the use of these websites and signed consent from you, the parent, for your child to be able to use these sites. Please contact your child's teacher at any time regarding questions or concerns. You can also view a list of the sites we are using on our website.***

Students may be provided access to the Internet at school with parental permission on the enclosed signature sheet. Students will be taught what is considered appropriate Internet usage. These rules apply to equipment owned by the school and equipment and/or personal devices brought to school from home. The Board of Education, teachers and administrators firmly believe the information, the immediacy and the interaction available on this worldwide network far outweigh the risk that users may procure material, which is inconsistent with the educational goals of the district. The use of the Internet must be in support of education and research, consistent with the educational objectives of the Hayward Community School District and the terms of this document. Access to and use of the Internet is a privilege and not a right. Users will be expected to abide by the generally accepted rules of network etiquette and those outlined inboard policy. Online activities may be monitored through our CIPA mandated filter. A violation of the guidelines for use of the Internet may result in sanctions against the user. The user will be responsible for any financial obligation incurred through the use of the Internet.

Throughout the school year we may be using different websites for educational purposes. Some of these web 2.0 tools require the teacher provide your child with a username/password to access the site and its content. The information can include a student's first and last name, his/her ID number, and the school name. This information is kept confidential by the site and not used for any purpose other than account creation.

These websites are known as web 2.0 tools and Google Apps for Education (GAFE).  Google Apps for Education is a set of online tools for communication, collaboration, time management, and document storage These tools include:

- Gmail: a full functioning email program.
- Google Suite: a word processing, spreadsheet, presentation, form and drawing program that allows multi user access and editing
- Google Earth is a free program from Google that allows you to "fly" over a virtual globe and view the Earth through high-resolution graphics and satellite images.

Online Web 2.0 tools that are currently used in the Hayward Community School District include mobymax, spellingcity, Quill, EasyCBM, Prodigy, Khan Academy, Teachyourmonstertoread, ClassDojo, Charms Music Office, Digital Passport, Google Earth, Prezi, ck12.org, Flipgrid, Google My Maps, Newsela, EPIC, Xtramath, Cool math, Tinkercad, Scratch, Readworks, ClassCraft, Typing.com, Code.org, Lyrics2Learn, Buzzmath, Teach Banzai, Everfi,Pixabay, Pexels and

PowToons.  As Web 2.0 tools become available they will be added to this list and an update-to-date document can be viewed on the Hayward Community School District Website.

The Hayward Community School District (HCSD) does not have control of information on the Internet.  As a result, the information which students and staff have access to may include materials that are illegal, defamatory, inaccurate, or potentially objectionable.  While it is the intent of the HCSD to make Internet access available to further its educational goals, students and staff may have the ability to access other materials as well.  To ensure an understanding of this, all students and staff who access the Internet via technology provided through the HCSD are annually asked to review the guidelines.

The HCSD also recognizes that the parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their child should follow.  Since, students may have access to material which is beyond the District's control, a parent or guardian can sign an annual parental denial requesting that her/his child not have individual access to the Internet.  Teachers will provide alternative activities or resources for assignments, which require individual access of the Internet.

Any Hayward Community School District student has the use of the Internet.  After reading the terms and conditions for use of HCSD Intranet/Internet Acceptable Use Policy and Procedures, please fill out the following contract COMPLETELY and legibly.  The signature of a parent or guardian is required for students currently under the age of 18. The student must also sign.

---

**Student Acceptable Use of Computer, Networking, and Internet Technology**
**ACCEPTABLE USE FORM**
 **363.3 Exhibit 1**

Directions:  After reading the terms and conditions for use of Hayward Community School District's Network, Computer Technologies, Internet, Online Resources and related Technology policies, rules, exhibits, and handbook; please fill out the following completely and legibly.

**AGREEMENT**

The undersigned user hereby acknowledges his/her understanding of and willingness to abide by the stated conditions, rules and conditions governing the privilege of the District's Network, Computer Technologies, Internet, Online Resources and Technology access through the facilities of the Hayward Community School District.  I further understand that it is the intent of the Hayward Community School District to make the Network, Computer Technologies, Internet, Online Resources and related Technology available to further its educational goals.  Subject of this limitation, I understand that any violation of the stated policies, rules and conditions is subject to sanctions under the terms of this agreement, may also result in additional disciplinary action and may constitute a criminal offense.  Should I commit any violation, my access privileges to said technologies or networks may be revoked, disciplinary action may be taken and/or appropriate legal action may be commenced.

 I have read the Hayward Community School District guidelines and iP@L Parent & Student Handbook and agree to follow them. I understand that if I violate the rules I may face disciplinary action and I hereby release the district, its

personal, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the District Network, Computer Technologies, Internet, Online Resources, and related Technology, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

# Middle School Parent Signature Sheet

_____We, the undersigned Parent/Guardian and Student, acknowledge that we have been informed of the use of web 2.0 sites and GAFE by my student at Hayward Community School District for education purposes. (CIPA and COPPA permission)

_____We, the undersigned Parent/Guardian and Student,  acknowledge that we have been informed  of the Hayward Community School District Intranet / Internet Student Consent And Parent Consent/Denial Form 363.2 EXHIBIT

_____ We, the undersigned Parent/Guardian and Student, have read the Student Acceptable Use of Computer, Networking, and Internet Technology ACCEPTABLE USE FORM 363.3 Exhibit 1

_____We, the undersigned Parent/Guardian and Student, have read the iP@L Initiative User Handbook in its entirety.  We acknowledge the terms of this handbook, agree to follow the HCSD's Acceptable Use Policies, and if choosing to allow student use of Chromebook we assume full responsibility for the educational use, proper care, and financial responsibility for loss, theft and non-warranty repairs of the computer equipment described in this document.  We understand that the school issued device remains the property of the HCSD and will be returned upon request or be cited for theft under State Statute WI.SS 943.20(1)(e) by the Hayward Police Department.  We understand that the student listed below will have access to the Internet unless we provide written notification stating otherwise.  We agree to contact the District Information and Technology Director immediately if I have any questions or concerns.

## AGREEMENT
The undersigned user hereby acknowledges his/her understanding of and willingness to abide by the stated conditions, rules and conditions governing the privilege of the District's Network, Computer Technologies, Internet, Online Resources and Technology access through the facilities of the Hayward Community School District.  I further understand that it is the intent of the Hayward Community School District to make the Network, Computer Technologies, Internet, Online Resources and related Technology available to further its educational goals.  Subject of this limitation, I understand that any violation of the stated policies, rules and conditions is subject to sanctions under the terms of this agreement, may also result in additional disciplinary action and may constitute a criminal offense.  Should I commit any violation, my access privileges to said technologies or networks may be revoked, disciplinary action may be taken and/or appropriate legal action may be commenced.

 I have read the Hayward Community School District guidelines and iP@L Parent & Student Handbook and agree to follow them. I understand that if I violate the rules I may face disciplinary action and I hereby release the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the District Network, Computer Technologies, Internet, Online Resources, and related Technology, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

NAME (please print)_____ Grade _____

**Student Signature** _____  **Date** _____

**Parent Signature** _____  **Date** _____