



**Saint Jo Independent School District**  
***Chromebook Handbook***

**Saint Jo Independent School District**  
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## Philosophy

Saint Jo Independent School District has made, “a commitment to excellence.” As such, a new vision of preparedness for student success is required in order to maintain this commitment to excellence in a rapidly changing world of technology. This new vision has steered the district to adopt a paradigm that cohesively integrates mobile computing technology into all aspects of learning, while utilizing a state approved digital curriculum.

Saint Jo Independent School District realizes that an increasing number of businesses, as well as universities and colleges, expect their employees and students to possess collaborative 21st century skills at entry. These skills include the ability to collaborate, communicate, create, and think critically using an academic foundation in science, mathematics, fine arts, social studies, and career skills. The district provides these ubiquitous tools to students not only to meet these educational goals, but also to provide the skills necessary to have a competitive edge for college and careers, as well as responsible citizenship.

## Individual use of Chromebooks

Saint Jo ISD-owned Chromebook laptop will be provided to students in grades 7-12. Students will be allowed to take their Chromebook home after school. Students have two options:

- Use the district-issued Chromebook on a continuous basis by paying applicable fees, and signing the appropriate agreements, or
- Use their own personal laptop

The policies, procedures and information within this document apply to all Chromebooks used at any campus of the Saint Jo Independent School District. Teachers may set additional requirements for use in their classroom.

## Digital Citizenship

An important component of the program will be education about digital citizenship and appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the school year, and will offer reminders and reinforcement about safe online behaviors.

# 1. Receiving and Returning your Chromebook

## 1.1 Receiving Your Chromebook

Chromebooks will be distributed at the beginning of each school year. Parents and students must sign and return the Device Loan Agreement and pay an annual usage fee before the Chromebook will be issued to the student.

## 1.2 Returning Your Chromebook

Chromebooks and charging adapters will be collected at the end of each school year for maintenance, cleaning, and software updates/installation. If a student withdraws, or is expelled from a school prior to the end of the school year, the Chromebook and accessories will be returned at that time. Students will be reassigned the same Chromebook each year while at a Saint Jo ISD school. Chromebooks may also be taken up during the year for loading or unloading apps, or to fix technical issues.

## 1.3 Failure to Return the Chromebook

Individual Chromebooks and accessories (see section 1.2) must be returned at the end of each school year. If a student fails to return the Chromebook and accessories at the end of the school year or upon termination of enrollment, the student will be responsible for the replacement cost of the Chromebook and may be subject to criminal liability. The student will be responsible for any damage to the Chromebook, consistent with the district's Damage/Loss Agreement Form.

# 2. Care of your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be taken to the school library for an evaluation of the equipment.

## 2.1 General Precautions

- The Chromebook is Saint Jo ISD property and all users will follow these policies and the Saint Jo ISD Acceptable/Responsible Use Policy.
- No food or drink is allowed next to your Chromebook.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Saint Jo ISD.
- A protective case/backpack with sufficient padding should be purchased to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school.
- The Chromebook should always be inside a protective carrying case when being transported.
- Chromebooks must never be left in an unlocked car or any unsupervised area, including restrooms, the library, athletic facilities, or the cafeteria.

- Students are responsible for keeping their Chromebook battery charged for school each day.

## **2.2 Screen Care**

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc.
- Do not use sharp objects (pens, pencils, etc.) on the screen.
- Do not use Windex or other harsh chemicals to clean the screen.

## **3. Using your Chromebook at School**

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes.

### **3.1 Chromebooks Left at Home**

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly leaves their Chromebook at home, they may be subject to disciplinary consequences or lose the privilege of taking the Chromebook home.

### **3.2 Chromebook Undergoing Repair**

Loaner Chromebooks may be issued to students when they leave their Chromebook for repair in the Library. There may be a delay in getting an Chromebook should the school not have enough to loan.

### **3.3 Charging your Chromebook’s Battery**

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebook each evening. Repeat violations of this policy may result in the imposition of disciplinary consequences or lose the privilege of taking the Chromebook home.

### **3.4 Screensavers/Background Photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary action.

### **3.5 Printing**

The use of the Chromebook will increasingly encourage a paperless environment. However, if necessary, students will be given information and instruction on printing with the Chromebook at school.

### **3.6 Internet Access**

Free wireless access while at school will be provided by Saint Jo ISD. The District is not responsible for personal charges for accessing other wireless connections or other data charges.

### **3.7 Saving Documents and Other Work**

For document storage, students are encouraged to save their work using Google Drive. If the student created the document in the computer lab, they will save their work on the school file server. Teachers will teach students appropriate means for sharing documents, saving work, and submitting assignments.

### **3.8 Sound**

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes. Headphones will only be allowed if the teacher deems them necessary for instruction.

### **3.9 Streaming Videos and Music**

In an effort to prevent over-taxing of the school district's network, each student will be allotted a limited amount of bandwidth. Students must only stream music or videos with the permission of the teacher for educational purposes only. Repeated streaming of music and/or videos for entertainment purposes may result in a student's Internet privileges being revoked and/or disciplinary measures.

## **4. Software on Chromebooks**

### **4.1 Installed Software and Applications**

The software/applications installed by Saint Jo ISD must remain on the Chromebook in usable condition and be easily accessible at all times. The school has loaded other applications needed for instruction. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be uninstalled at the completion of the course. Periodic checks of Chromebooks will be made to ensure that software that is no longer needed has been removed to avoid exceeding the number of licenses purchased by the district. A student that resets the Chromebook or removes any software installed by Saint Jo ISD may be charged a \$15.00 reinstallation fee.

### **4.2 Additional Software and Applications**

All software used by Chromebooks will be provided by Saint Jo ISD for educational purposes as deemed appropriate by the teacher and district for the student at his or her grade level. If

additional software is needed for education, the teacher will request that the software be purchased and pushed to the Chromebooks by the district's technology department.

### **4.3 Software Upgrades**

Upgraded versions of licensed software/applications are available from time to time. The HP Chromebook iOS will automatically update the software when updates become available. However, from time to time, HP pushes out notifications that an iOS update is available. When this occurs, students must wait until they receive instructions from the district's technology department concerning when and how to proceed with the update

## **5. Responsible Use**

By receiving an Chromebook, you are being given access to the Saint Jo ISD's electronic communication system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world. With this opportunity comes responsibility. It is important that you read the District Responsible Use Guidelines and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for appropriate use. Inappropriate system use will result in the loss of the privilege of using this educational and tool. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While Saint Jo ISD will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for responsible use. Remember that the Chromebook Internet access is only filtered while at school. Use of this device in networks outside school will have unfiltered access to the Internet. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### **5.1 Responsible Use**

Any use described below is deemed "responsible" and consistent with the Saint Jo ISD. Responsible Use Guidelines for Technology will be followed. The final decision regarding whether any given use of the network or Internet is acceptable lies with district administrators.

- Use is mainly for educational purposes, but some limited personal use is permitted.
- Use furthers the educational and administrative purposes, goals, and objectives of Saint Jo ISD.
- Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
- Use furthers research related to education and instruction.
- Use does not violate the student code of conduct.

## 5.2 Un-responsible Use

Any of the following uses is deemed “un-responsible” and a violation of the Saint Jo ISD Responsible Use Guidelines for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with district administrators. Disciplinary action may be taken for unacceptable use of the network or Internet, including:

- Unauthorized use of copyrighted material, including violating district software licensing agreements
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another person’s reputation, or illegal
- Use of technology resources such as chat rooms, social sites, and games in a manner that causes disruption to the educational program
- Use of school technology resources to encourage illegal behavior or threaten school safety
- Personal, political use to advocate for or against a candidate, officeholder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit
- Use of any means to disable or bypass the district’s Internet filtering system or other security systems
- Attempting to destroy, disable or gain access to district computer equipment, district data, the data of other users, or other networks connected to the district’s system, including uploading or creating computer viruses
- Encrypting communications or files to avoid security review
- Posting personal information about yourself or others (such as addresses and phone numbers) other than as needed to conduct school operations
- Forgery of electronic mail messages or transmission of unsolicited junk e-mail
- Use related to commercial activities or for commercial gain
- Use that violates the student code of conduct or employee standards of conduct, or is unlawful
- Wasting school resources through the improper use of the computer system
- Behavior not representative of appropriate digital citizenship. Cyberbullying will not be tolerated and appropriate disciplinary action will be taken immediately by campus principal including forfeiting or modifying the use of the Chromebook

## 5.3 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- A student may use his/her own personal Chromebook/laptop in lieu of a District-provided Chromebook only if you allow the district to enroll the device into the Mobile Device Manager. This allows the district to restrict the student’s Chromebook activity to that of a district-owned Chromebook, and push required educational software to it as if it were a

district-owned Chromebook. However, these devices are not supported or protected by the district.

#### **5.4 Student Responsibilities**

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to Chromebook/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions.
- Help Saint Jo ISD protect our computer system/device by contacting an administrator about any security problems you encounter.
- Monitor all activity on your account(s).
- Always turn off and secure your Chromebook after you are done working to protect your work and information.
- If you should receive email containing inappropriate or abusive language or if the subject matter is questionable, you should print a copy or save a screenshot and turn it into the office.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Responsible Use Policy or Student Code of Conduct.
- Return your Chromebook to Saint Jo ISD at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at a Saint Jo ISD school for any other reason must return their individual Chromebook computer on the date of termination.

#### **5.5 Prohibited Student Activities**

- Illegal installation or transmission of copyrighted materials
- Any action that violates Board policy, the Responsible Use guidelines, this User Agreement, the Student Code of Conduct, or federal/state law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Cheating, including the use of chat rooms, iMessaging, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc.
- Internet/Computer Games
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading unauthorized Apps



- Spamming-Sending mass or inappropriate emails
- Gaining access to other students' accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Saint Jo ISD web filter through a web proxy
- Participating in online defamation, harassment, or cyber bullying of another student. This includes, but is not limited to, use social media or websites to share information that another student might reasonably find offensive or malicious.

## **5.6 District/School Responsibilities**

- Provide Internet to students.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers.
- Saint Jo ISD reserves the rights to review, monitor, and restrict information stored on or transmitted via Saint Jo ISD-owned or managed equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the responsible use policy.
- Provide technical assistance and device repair services
- Provide instruction on responsible and safe Internet use.

## **5.7 Responsible Chromebook Care**

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by Saint Jo ISD may be applied to the computer.
- Chromebooks that malfunction or are damaged must be reported to the library. The school district will be responsible for repairing Chromebooks that malfunction.
- Students are responsible for any and all damage to Chromebooks.
- Chromebooks that are stolen must be reported immediately to the campus office and the Saint Jo Police Department or other appropriate police department.

## **5.8 Legal Propriety**

- Student must 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 Saint Jo ISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to penalties in the Saint Jo ISD Student Code of Conduct and Saint Jo ISD Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## **5.9 Student Discipline**

If a student violates any part of the above policy, or any other Saint Jo ISD rule, he/she will be subject to disciplinary consequences.

## **5.10 E-mails and Social Networking**

Only Saint Jo ISD approved social media are allowed at school. If you choose to e-mail or use social media from your device while at home:

- E-mails and documents on school-owned equipment are part of the public domain and are NOT private and ARE subject to inspection.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Students should maintain high integrity and digital citizenship with regard to e-mail content.

## **5.11 Consequences**

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. This means if someone else uses your computer to break the rules, you are still responsible. Non-compliance with the policies of the Chromebook Handbook and Technology Responsible Use Policy will result in disciplinary action as outlined in the Student Code of Conduct. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated District staff to ensure appropriate use. The District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. The Texas Open Records Act governs contents of e-mail and network communications. Proper authorities will be given access to their content.

## **6. Inspection**

Students may be selected at random to provide their Chromebook for inspection to check for restricted images, settings, etc.

## 7. Protecting your Chromebook

### 7.1 Chromebook Identification

Student Chromebooks will be labeled by Saint Jo ISD in order to identify and track each device. Chromebooks can be identified by a serial number and a Saint Jo ISD Label. Students are prohibited from altering these identifying marks.

### 7.2 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, restrooms, unlocked dressing rooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If an Chromebook is found in an unsupervised area, it will be taken to the Library, and the responsible student may be subject to a \$15.00 return fee.

## 8. Repairing or Replacing your Chromebook

### 8.1 Repair/Handling Fee

Repair/Handling Fees are mandatory for students and parents to cover Chromebook repair and replacement in the event of theft or damage.

#### **The Repair/Handling Fees are as follows:**

- First Incident: \$50
- Second Incident: \$100
- Third Incident: Full replacement cost of \$345 for a full-sized Chromebook.
- Students/Parents will be responsible for the replacement cost of the case, charger, or cord.
- Repair/Handling Fees are nonrefundable. Repair/Replacement Fee will not be prorated for partial years or semesters.
- In cases of theft, vandalism and other criminal acts, a police or fire report **MUST** be filed by the student or parent. A copy of the police/fire report must be provided to the Principal's office.
- Parents and students must sign and return the Damage/Loss Agreement Form before receiving and Chromebook.

### 8.2 Personal Insurance Coverage

Students who use personally-owned Chromebooks/Laptops in lieu of using a Saint Jo ISD-owned device may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook computer. Saint Jo ISD will not be responsible for repair or replacement of personally owned Laptops.

### **8.3 Loss/Theft/Other Criminal Acts**

In cases of theft, vandalism and other criminal acts, a police or fire report **MUST** be filed by the student or parent. A copy of the police/fire report must be provided to the Principal's office before a replacement Chromebook will be issued to the student.

### **8.4 Chromebook Fees and HP Warranty**

HP warrants the Chromebooks from defects in materials and workmanship for one year after the purchase. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Chromebook or Chromebook replacement due to warranty related issues. The HP warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses. Any damage caused by misuse, abuse, accidents, or loss/theft will incur a \$50.00 fee the first incident, a \$100.00 fee for the second incident, and a fee of the full cost of repair or replacement for the third incident. Loaner Chromebooks will only be provided after this fee has been paid. To address the 3rd incident, administrative decisions will be made regarding the student's further take-home privileges.

### **8.5 Claims**

Fraudulent reporting of theft or accidental damage by fire or vandalism will be subject to criminal liability. A student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct. The district will work with law enforcement agencies to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

### **8.6 Loss of Replaceable Chromebook Parts/Accessories**

If a student loses or destroys any of the following components, they will be charged full replacement cost for those items. Currently those prices are as follows:

- Power adapter- \$69.00

### **8.7 Chromebook Technical Support**

The Technology Department coordinates the repair work for Chromebooks. Services provided include the following:

- Hardware maintenance and repairs
- Password reset
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging Chromebooks
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner Chromebooks

## **8.8 List of Required and Possible Fees**

- Annual nonrefundable Usage Fee of \$40. Scholarship fees are available for those that qualify (\$25 for students on reduced or free lunch program). This information is kept strictly confidential. An installment plan is also available upon request.
- First incident of damage or theft fee of \$50.00: will cover losses due to accidental damage, theft, fire, flood, natural disasters and vandalism.
- Second report of damage or theft: \$100.00
- Third report of damage or theft: \$345 (full cost of Chromebook)
- Lost or damaged Power Supply: \$69.00

## **8.9 Repairs**

Any technical or mechanical issues with a SJISD-owned Chromebook must be reported to the school and will be repaired by SJISD staff or sent to a certified repair specialist. SJISD-owned Chromebooks that are broken or fail to work properly should be taken to the Library for an evaluation of the equipment.