

Wausau School District

1:1 Chromebook Implementation

Procedures and Information

The 1-to-1 Chromebook program in the Wausau School District is intended to create a collaborative learning environment for all learners. This environment will enable and support students and teachers in implementing transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. The Chromebooks will allow for a more personalized learning approach to be used in meeting individual student needs. Students will transition from consumers of information to creative producers and owners of knowledge. Our schools will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

Device Purpose

The Wausau School District is supplying students in grades 6 - 10 with a Chromebook device. This device is property of the Wausau School District. The Chromebook's function will be to provide each student access to required educational materials and research capabilities to enhance the educational experience. The Chromebook allows student access to Infinite Campus, itslearning, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for personal gaming, social networking or high end computing.

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1. RECEIVING YOUR CHROMEBOOK:

- Chromebooks will be distributed during the first few weeks of the school year. Parents/Guardians and students **MUST** sign and return the Wausau School District Chromebook Agreement before the Chromebook can be issued to the student. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment of the Wausau School District. Chromebooks will be collected at the end of the school year.

1a: Probationary Student Privileges

To protect the assets of the Wausau School District, identified students will be required to turn in their Chromebooks in the LMC at the end of each day for a period of two weeks unless otherwise specified. The LMC will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

Students included as probationary will include:

- Students with poor attendance records.
- Students who have violated the Acceptable Use Policy.
- Students whose best interest is served by leaving the Chromebook at school.

2. RETURNING YOUR CHROMEBOOK IF LEAVING THE DISTRICT:

- **Students leaving the District must return district owned Chromebooks to the Main Office at their school.**
- Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

3. TAKING 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, must be taken to the LMC as soon as possible so they can be repaired. ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

3a: General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- ***Students should never carry their Chromebooks while the screen is open.***
- Chromebooks and cases must remain free of any writing, drawing, or stickers. An identification label with the student's name is acceptable on the Chromebooks.
- Vents **CANNOT** be covered. District owned Chromebooks must have a Wausau School District asset tag on them at all times and this tag must not be removed or altered in any way.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

3b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

3c: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a bag or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

4. 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 available to access using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebook cases must remain on at all times.

4a: Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from the LMC **if** one is available.
- Repeat violations of this policy may result in disciplinary action.

4b: Chromebooks under repair

- Loaner Chromebooks **may** be issued to students when they leave their Chromebook for repair in the LMC depending on availability.
- Students using loaner Chromebooks will need to return the loaner Chromebook to the LMC at the end of each day, and will be responsible for any damages incurred while in possession of the student.

4c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- If the student forgets to charge the Chromebook at night, the student will have the opportunity to use a Chromebook from the LMC for the day **if** one is available.
- Repeat violations of this policy may result in disciplinary action.

4d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4f: Printing

- If necessary, printing will be available from computers located in computer labs and the library by accessing saved material on Google Drive.

4g: Account Access

- Students will only be able to login using their ***wausauschools.org*** account.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

6b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the IT Department.

7. ACCEPTABLE USE GUIDELINES

7a. Wausau School District Acceptable Use Policy (#6500)

BUILDING-WIDE AND SYSTEM-WIDE SERVICES

Acceptable Use of Technology and Internet Safety For Students, Staff, and Guests

The Wausau School District supports access by students, staff, and guests to a wide range of technologies. It is anticipated that this access will enrich the teaching and learning environment.

Technology Defined

The use of technology that is owned or leased by the Wausau School District is subject to the terms of this policy. Technology is defined under this policy as including, but not limited to, audio and video equipment, computer hardware and software, email, fax and copy machines, telecommunications devices, and the network and infrastructure that support end devices.

Purpose

The Board of Education of the Wausau School District provides access to technology for a limited purpose. The access granted to students, staff, and guests is solely for the educational goals of the District. Access to technology is designed to create engaging teaching and learning environments, provide staff with productivity tools and avenues to learn and grow, and allow guests to provide educational services consistent with the mission of the District. Access to technology is a privilege, not a right. As such, the Superintendent of Schools or his/her designee may revoke this privilege at any time for any reason.

Privacy

In order to insure the appropriate use of technology and conformity to this policy and legal guidelines, the District reserves the right to monitor, access, and disclose the messages and files contained, stored, or transmitted using District. End-users of technologies shall have no expectation of privacy. Such monitoring, access, and disclosure will be conducted as the District deems necessary and may occur with or without notice, or with or without consent.

Responsibilities

To the extent possible, and in compliance with the Children's Internet Protection Act (CIPA), the District filters Internet access on all devices capable of accessing the District's Internet connection. *The District recognizes that no technology measure can block 100% of the undesirable content and emphasizes the importance of staff/parent supervision in monitoring student use.* It is also the responsibility of all staff to:

1. Guide students in the selection and evaluation of educational materials.
2. Help students develop informational literacy skills including conformity to copyright laws and the concept of intellectual property.
3. Help students develop safe practices while learning in an online world, particularly when the educational experience involves social networking, chat rooms, email, and other forms of direct electronic communications.
4. Provide instruction on the topics of Internet safety and cyberbullying.
5. Report inappropriate uses to a direct supervisor, technology director, or the

Superintendent of Schools.

Unacceptable Use

Examples of unacceptable use include, but are not limited to:

1. General school rules for behavior and communications apply to the use of technology, including those regarding sexual harassment. Technology should not be used to transmit jokes or other comments that may be discriminatory, harassing, or offensive to others or material that defames an individual.
2. The use of technology to perform acts of bullying or cyberbullying are strictly prohibited.
3. The use of technology to record, upload, or broadcast images or video without proper authorization is prohibited.
4. End-users shall not disclose the personal information of students, staff or others without authorization.
5. The use of technology to access and/or distribute objectionable material is prohibited. Prohibited material includes, but is not limited to that which is pornographic, material harmful to minors, and/or obscene.
6. The use of technology for illegal activity is prohibited.
7. End-users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the networks without authorization.
8. Technology shall not be used in any manner that disrupts the use of systems by others. Hardware or software shall not be destroyed, modified, or abused in any way without Authorization.
9. End-users shall not use technology for business or commercial purposes that are not specifically authorized by the District.
10. End-users shall not use technology to gain or attempt to gain unauthorized access to internal or external systems.
11. End-users shall maintain the privacy of their account information and shall not allow others to access their accounts unless otherwise required for educational purposes or otherwise required by law.
12. End-users shall comply with all copyright laws and guidelines with respect to copying material in digital format and intellectual property.
13. End-users shall not use technology for political lobbying, partisan political activity, or to advance specific political ideas or agendas unless specifically authorized by the District.
14. End-users shall not install unauthorized software or connect unauthorized hardware to District systems.
15. The use of technology for personal entertainment is prohibited.
16. End-users shall not remove the Chromebook from the District provided case.

Personal Technology Devices Defined

The acceptable uses listed above shall also apply to the use of laptop computers, netbook computers, and other portable computing devices or accessories such as handheld computers, cell phones, tablet devices, digital cameras, digital readers, music players, flash drives or other storage devices not owned by the Wausau School District and brought into the school by students, guests, or staff members. In addition to the unacceptable uses listed above, the following policy statements

apply regarding personally-owned devices:

1. The District will not be held liable for any damage that may occur as a result of the use of technology.
2. The District will not be held responsible for any physical damage, loss, or theft of the

- device.
3. The District is not obligated to supply electrical power access.
 4. Employee use of devices will be at the discretion of the Superintendent of Schools or designee.
 5. Student and guest use of devices will be at the discretion of the principal of the school building.
 6. The District may conduct searches of personally-owned devices in a manner consistent with existing search and seizure laws.

Consequences

Violation(s) of the above regulations shall be subject to disciplinary procedures commensurate with the violation. These procedures may involve revocation of access privileges, suspension or expulsion, or referrals to the appropriate authorities. Student disciplinary actions are under the authority of the building principal or his/her designee(s). In the case of employee misconduct, the matter will be referred to the Superintendent of Schools or his/her designee(s).

Legal Ref.: Title XVII Children’s Internet Protection Act

Wisconsin statutes 11.36 - Political solicitation involving public officials and employees restricted

Wisconsin Statutes 943.70 – Computer crimes

Wisconsin Statutes 944.21 – Obscene material or performance

Wisconsin Statutes 947.0125 – Unlawful use of computerized communication systems

Wisconsin Statutes 947.013 – Harassment

Wisconsin Statutes 948.11 – Exposing a child to harmful material or harmful descriptions or narrations.

Wisconsin Statutes 948.12 – Possession of child pornography

Cross Ref.: Policy 4300 – Unlawful Harassment/Sexual Harassment – Employment

Policy 5706 – Prohibition Against Harassment & Discrimination

Policy 5707 – Unlawful Harassment/Sexual Harassment – Education

Policy 5723 – Locker Room Privacy

Policy 6505 – Software Copyright Laws

Adopted: July 8, 1996

Revised and Adopted: March 11, 2003

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Revised and Adopted: June 13, 2011

7b: General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Wausau School District.
- Students are responsible for their ethical and educational use of the technology resources of the Wausau School District.
- Access to Wausau School District technology resources is a privilege and not a right. Each employee, student and/or parent is required to follow the Acceptable Use Policy.

- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with applicable District policies.

7c: Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or those of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Wausau School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

7d: Legal Property

- 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 student policy. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7e: E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

7f: Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the District Acceptable Use Policy will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

7g: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school (please refer to the care section).
- Transport your chromebook in a protected bag backpack whenever possible.
- **School district supplied filtering will be applied to school district provided devices both inside and outside of school district buildings.**

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
 - Record of district asset tag and serial number
 - Individual user account name and password
- Chromebooks are the responsibility of the student. This device is for your use for a period of four years. **Take good care of it!**

8b: Account Security

- Students are required to use their *wausauschools.org* domain user ID and password and are required to keep that password confidential. The account is to be used only by the student to which the account is assigned.

8c: Storing Your Chromebook

- When students are not using their Chromebook, it should be stored in the student locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home each day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a vehicle at for security and temperature control measures.

8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gymnasium, Library, unlocked classrooms, locker rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

9. REPAIRING/REPLACING YOUR CHROMEBOOK

9a: Vendor Warranty:

- The equipment vendor has a one year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.

- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the LMC or the IT Department.

9b: Chromebook Repair Costs and Insurance

- Students and families will have an opportunity to purchase insurance to cover accidental damage. The cost of an insurance policy for the Chromebook will be \$25.00 per school year.
 - o The first repair due to accidental damage will be fully covered.
 - o The second repair will cost \$50.
 - o The third repair will cost \$100.
 - o A fourth repair will be handled on a case by case basis.
- The district reserves the right to charge the student for the entire replacement cost if student negligence is determined to be the cause of the damage.
- If the device is stolen, students are responsible for obtaining a police report.
- **If the student or family chooses not to purchase the available insurance, they will be responsible for the cost of all repairs not covered by the manufacturer’s warranty or replacement cost (\$225) if the Chromebook is lost or stolen.**

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the LMC or the IT Department. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by the IT Department.

11. CHROMEBOOK FAQ’s

Q. What is a Chromebook?

A. “Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable track pad, all-day battery life, light weight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers.” (“Google”)

Q. What kind of software does a Chromebook run?

A. “Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.” (“Google”)

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of the Wausau School District's Information Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web. Chrome offers the ability through Apps so users can work in an "offline" mode.

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with internet filtering software. However, while in district Chromebooks will use the School's WiFi to access the internet which is filtered. While at home, the Chromebooks will be filtered based on the protection provided by your home WiFi system.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A. Chromebooks have a rated battery life of 8 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Wausau School District

Responsible Use of the Internet

In-school use of the Internet, computers, and mobile devices is a privilege and is intended to further student learning in the Wausau School District. This privilege may be revoked at any time for use not consistent with the educational goals of the District. Students and Staff have the responsibility to use the Internet, software, and hardware in a responsible and informed way, conforming to network etiquette, customs and courtesies. **It is understood that a student has permission to use the Internet unless a parent puts in writing that the student should be denied such access.** The Wausau School District is not responsible for damage to personal electronic and digital devices.

EXPECTATIONS

Be Responsible

- Use the Internet and school network for classroom-related activities only
- Use email, chat rooms, social networks as part of class curriculum only
- Use personal electronic devices in compliance with individual building policies

Be Respectful

- Respect and protect your privacy and the privacy of others.
 - Use only your assigned account.
 - Keep personal information such as: full name, address, phone number, etc., off of public websites
 - Keep passwords secret
 - Represent yourself truthfully
- Respect and protect the integrity, availability, and security of all electronic resources
 - Observe all network security practices
 - Conserve, protect, and share these resources with other students and Internet users
 - Treat electronic and digital devices with care, and report any damages, security risks or violations to a teacher or administrator
- Respect and protect the copyrighted/intellectual property of others
 - Cite all sources appropriately
 - Follow all copyright laws
- Respect and practice the principles of community
 - Communicate only in ways that are kind, responsible, respectful, safe and lawful
 - Obtain permission before taking/using photos, videos or images of other people
 - Observe all network security practices
 - Use only school appropriate language, images and videos

Be Safe

- Report threatening or offensive materials to a teacher or administrator
- Protect personal identity and the identity of others online
- Follow school district guidelines for web publishing
- Use all equipment and systems carefully, following instructions
- Keep passwords secret