



WALLKILL CENTRAL SCHOOL DISTRICT

DEVICE USER AND PROCEDURE GUIDE (Updated August 25, 2020)

Introduction:

Purpose of this document:

The purpose of this guide is to provide parents and students with a thorough explanation of how the district manages its 1:1 initiative. The success of this initiative is strongly tied to the responsibility, ownership, and pride that our students have when they receive their Chromebook/Device. While the district believes that technology use is critical to student success and needs to be part of the daily learning process, the ability to have a device at all times is considered a privilege that our students should not take lightly.

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1 Receiving Your Chromebook/Device

Parents/Guardians and students MUST sign and return the Wallkill Central School District 1:1 Initiative Student/Parent Agreement document and the Acceptable Computer and Internet Use Policy before the Chromebook/Device can be issued to their child. This Chromebook/Device Procedure Handbook outlines the procedures and policies for families to protect the Chromebook/Device investment for the Wallkill Central School District.

2 Expectation of Privacy

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the superintendent may review files, internet history logs, monitor communications/content activities, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities or individuals who access the internet via school owned computers. Chromebook/Devices are to be used only for school activities at home.

3 Responsible Digital Use and Awareness

School issued Chromebook/Devices connected to Wi-Fi and internet should be used for educational purposes and students are to adhere to the District's Acceptable Computer and Internet Use Policy (#8274), Internet Safety/Internet Content Filtering Policy (#8275) and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens.

4 Chromebook/Device Distribution and Student Chromebook/Device Training

- Students and parents must complete the WCSD Acceptable Computer and Internet Use Policy Agreement as well as the WCSD 1:1 Initiative Student/Parent Agreement. It must be signed by the students and parents.
- Training documents and videos will be available online for students and parents to refer to.

5 Returning Your Chromebook/Device

Individual school Chromebook/Devices and power cords must be returned to the Wallkill Central School District at the end of each school year. Students whose enrollment is withdrawn or terminated at WCSD for any reason must return their individual school Chromebook/Device and power cord on the date of termination. If a student fails to return the Chromebook/Device and/or accessories at the end of the school year or upon termination of enrollment at WCSD, the student will pay the replacement cost of the Chromebook/Device and/or accessories. The failure to pay the replacement cost(s) will result in a theft report being filed with the proper authorities. If the Chromebook/Device or any accessories are returned in damaged or otherwise unsatisfactory condition, a fee will be assessed to cover the repair or replacement of the device(s).

Students are responsible for the general care of the Chromebook/Device they have been issued by the school. Chromebook/Devices that are broken, or fail to work properly, must be brought to the attention of the Technology Help Desk.

Do not take district owned Chromebook/Devices to an outside computer service for any type of repairs or maintenance.

6a. General Precautions:

- Take care to protect your password. Do not share your password.
- No food or drink is allowed next to your Chromebook/Device.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook/Device.
- Never transport your Chromebook/Device with the power cord plugged in. Never store your Chromebook/Device in your carry case or backpack while plugged in.
- Chromebook/Devices should always be carried in the closed position.
- Chromebook/Devices must remain free of any writing, drawing, or stickers that are not the property of WCSD.
- Heavy objects should never be placed on top of your Chromebook/Device.
- Chromebook/Devices must have a Wallkill asset tag on them at all times and this tag must not be removed or altered in any way.
- Chromebook/Devices should never be left in a car, unlocked locker or any unsupervised area.
- When not in use, Chromebook/Devices should be shut down to conserve battery life.
- If your device is in need of repair, please contact the main office in your building as soon as possible and arrangements will be made for you to get another loaner.
- When charging the Chromebook/Device, avoid stressing the power port on the Chromebook/Device by keeping the power adapter at the same height as the Chromebook/Device.

6b. Carrying Chromebook/Devices:

One of the best features of your Chromebook/Device is the fact that it is portable. It enables you to take your classwork and homework wherever you go. When transporting your Chromebook/Device please remember the tips below to help ensure it is protected from damage:

- Transport Chromebook/Devices with care.
- Never move a Chromebook/Device by lifting from the screen. Always support a Chromebook/Device from its bottom with lid closed.
- Chromebook/Device lids should always be closed and tightly secured when moving.
- Take caution when placing other items (notebooks, books, lunch box, etc.) to avoid putting too much pressure and weight on the Chromebook/Device screen. The screen is delicate and can crack easily.
- Ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard since this could damage the screen.

6c. Screen Care:

The Chromebook/Device 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/Device when it is closed.
- Do not store the Chromebook/Device with the screen in the open position.
- Do not place anything near the Chromebook/Device that could put pressure on the screen.
- Do not place anything in a carrying case 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, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not use any liquid cleaning products or wipes. Other materials that can damage your screen include tissues, napkins, and paper towels.

7 At Home Use

- Chromebook/Device care at home is as important as in school; please refer to the care section.
- Students are allowed to connect to a wireless network when using their Chromebook/Device away from school. Students' use of the Chromebook/Device will be subject to the WCSD website filtering software even when accessing materials on a home connection. The filtering software will only affect WCSD owned devices and its use under the District's Acceptable Computer and Internet Use Policy #8274.
- A Wi-Fi Internet connection is required for much of Chromebook/Device use; however, many applications can be used while not connected to the Internet, including Microsoft Office, PowerPoint and others.
- During remote learning, students shall be held to the same standards set forth in the Code of Conduct, including the prohibited conduct and potential penalties. Remote learning sessions and content will not be recorded in any way, including, but not limited to, taking videos, photos, or screen shots. Remote sessions and content will not be shared on any social media platform or other similar means. Students may not display any virtual backgrounds, photographs or objects during video conference or during remote learning that would violate the Code of Conduct.

9 Managing Your Files and Software

9a. Saving Your Digital Work:

- Files should only be stored in your Office 365 and not in the Downloads file folder of the Chromebook/Device.
- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.

9b. Software on Chromebook/Devices:

- Chromebook/Devices will be managed by the District. Only District approved software will be placed on the Chromebook/Device.

10 Supporting Your Chromebook/Device

Proper care and maintenance of your Chromebook/Device will help keep a device in good working condition over the six (6) years it is in use.

10a. Updating Your Chromebook/Device:

- When a Chromebook/Device starts up, it updates itself automatically, so it has the most recent version of the Chrome operation system without you having to do a thing. This eliminates the need for time-consuming installs, updates, or re-imaging.

10b. Procedures for Restoring Your Chromebook/Device:

- If your Chromebook/Device needs technical support for the operating system, all support will be handled by the Technology Help Desk.
- The school does not accept responsibility for the loss of any software or documents deleted due to the reformatting and reimaging due to technical issues or an issue resulting from inappropriate use.

10c. Apps and Extensions:

- Searching for and applying most apps/extensions from the Chrome Web Store has been disabled for all students. Some mandatory apps/extensions will be automatically added.
- Some web apps will be available to use when the Chromebook/Device is not connected to the internet.

11 Protecting & Storing Your Chromebook/Device

11a. Chromebook/Device Identification:

- Student Chromebook/Devices will be labeled in the manner specified by the school. Chromebook/Devices can be identified in several ways:
 - Record of district asset tag
 - Serial number
 - School generated bar code
- Chromebook/Devices are the responsibility of the student.
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11b. Account Security:

- Students are required to use their WCSD domain user ID and password to protect their accounts and are required to keep that password confidential.

11c. Storing Your Chromebook/Device:

- Chromebook/Devices should not be stored in vehicles for security and temperature control issues.
- Under no circumstances should Chromebook/Devices be left in an unsupervised area.

11e. Personalizing the Chromebook/Device:

- Chromebook/Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not property of the Wallkill Central School District.

12 Repairing/Replacing Your Chromebook/Device

Please report all Chromebook/Device problems to the Technology Help Desk immediately.

12a. Damaged or Lost Chromebook/Device Costs not Covered by District Insurance:

- If the Chromebook/Device is damaged or lost, the costs and procedures are outlined as below:
 - Students will be responsible for any fees not covered by the District's Insurance Coverage, such as lost or intentional damage to devices.
 - If damage to the device is beyond repair, the student may be responsible for the replacement value as described below in Section 12c.

12b. Lost Chromebook/Device and Accessories:

- Chromebook/Devices that are lost are the responsibility of the student.
- Lost Chromebook/Devices must be reported to building administration within 24 hours of the incident.
- Students must pay the associated charges to replace the lost Chromebook/Device and accessories:
 - Chromebook/Device = \$250
 - Charger = \$35
 - Case = \$24

13 Chromebook/Device Technical Support

Technical support will be available at a help desk. Please go to the district website to locate contact information. Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebook/Devices
- **ALL REPAIRS must be completed by TECHNICAL SERVICES**

WALLKILL SENIOR HIGH SCHOOL

1:1 INITIATIVE STUDENT/PARENT AGREEMENT

Description:

The Wallkill Central School District has adopted a 1:1 program, which will provide a Chromebook/Device to each student. These devices, along with a protective case, will be issued to students at the beginning of the school year and may be taken home. The devices are expected to be brought to school each day and must be returned at the end of the school year in its case with the charger.

Important Resources:

Resources relating to the 1:1 initiative can be found on our district website at www.wallkillcsd.k12.ny.us, located under the Technology Department Tab. The following resources are available:

- Chromebook/Device User and Procedure Guide, and the Student/Parent Agreement
- Board of Education Policies: Acceptable Computer and Internet Use and Safety (#8274)
- Chromebook/Device Presentation for Parents

Repairing and Replacing the Chromebook/Device:

Be Responsible:

- **Devices must be brought to school with a full charge every day.** Repeated issues with charging will be addressed by the administration.
- Protective cases for the device will be provided and are expected to be on the device at all times.
- No stickers or writing are allowed on the device or case.
- Students must take measures to protect the device from damage or theft.
- At no time shall the device be used for unlawful or inappropriate activities.
- The device, power cord and protective case that are assigned to the student are required to be handed in at the end of the school year. The student may be charged if any of these items are missing.
- Students are not allowed to let others use their Chromebook/Device.

Be Respectful:

- Students must follow the Wallkill Central School District's Acceptable Computer and Internet Use and Safety Policies at all times while using district issued devices.
- Violations of the Acceptable Computer and Internet Use and Safety Policies or items stated in this document will be addressed by the school administration to determine the proper course of action.
- No right of privacy exists in the use of devices provided by the school.

Please initial beside each statement acknowledging that you agree to the statements below.

Student	Parent	
N/A		The parent attended the Parent Chromebook/Device and User Guide Workshop or has viewed the online presentation.
		The student is completely responsible for the device and its accessories while it is checked out and will not be permitted to loan the device or accessories to anyone else.
		If the Chromebook/Device is damaged, it must be brought to the Technology Help Desk for repair as soon as possible.
		The student will bring the Chromebook/Device, fully charged , to school on a daily basis . In addition, the Chromebook/Device will be in its protective case at all times.
		The student agrees to return the Chromebook/Device and its case, in the same condition in which it was checked out, on or before the last day of the school year and, if applicable, no more than two (2) days after withdrawing from the Wallkill CSD. Failure to return the device may result in the device being reported to the local authorities as being stolen.
		The student and parent have read and understand the Chromebook/Device User and Procedure Guide and the Wallkill CSD Acceptable Computer and Internet Use Policy (policy #8274).
		The student and the parent understand that inappropriate and irresponsible use and conduct while using the Chromebook/Device and/or other technology resources and/or school network shall result in disciplinary action. The student agrees to be a responsible digital citizen and user and will conduct herself/himself appropriately while online.
		It is expected that student and the parent will not record remote learning sessions or content in any way, including, but not limited to, taking videos, photos or screen shots. Remote learning sessions and content will not be shared on any social media platform or other similar means.
		The student and the parent understand that students may not display any virtual backgrounds, photographs or objects during videoconference or during remote learning that would violate the Code of Conduct
		The student and the parent understand that the District's Code of Conduct applies to remote learning.

Student Name (print name): _____ Grade in 2020-2021: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

If any of the statements above are not initialed, your child will not receive a Chromebook/Device. In addition, your signature will be valid through the duration of your child's attendance at Wallkill Senior High School.

