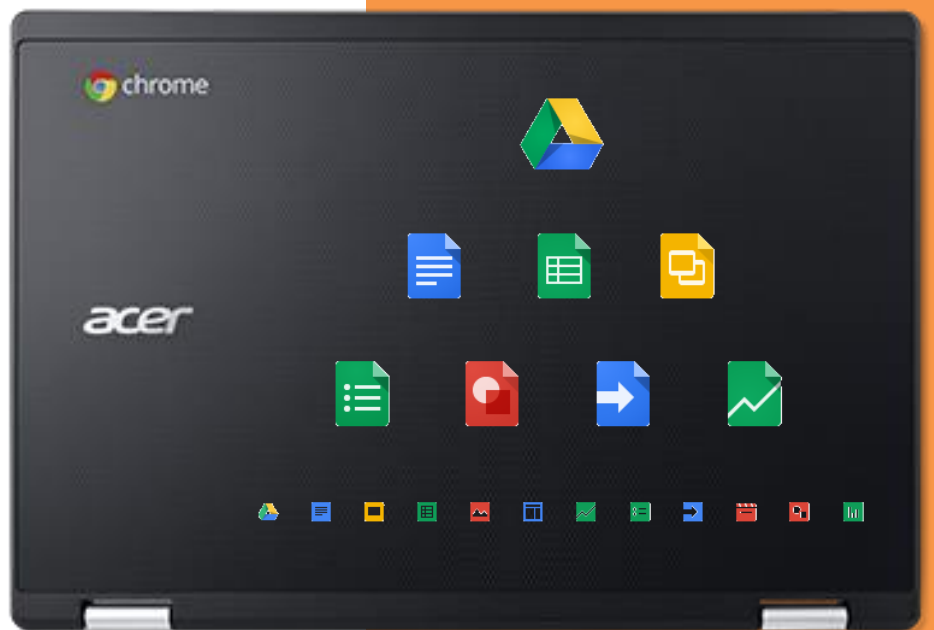


2023-2024

# WBSD Chromebook Program Handbook



# Williams Bay School District Chromebook Program Handbook

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# Williams Bay School District

## Chromebook Program Handbook

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The goal the Williams Bay School District's Chromebook Program is to provide an environment for collaboration, creation of content, and learning in a connected world. The district is committed to providing the tools and training to staff and students, so that we continue to build a community of life-long learners.

The Chromebook Program Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Williams Bay School District. All device users in the Williams Bay School District will follow the Student Acceptable Use Policy, which is included in this document. This guide is always in effect when using Williams Bay School District owned equipment.

### Getting Started

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To maximize access to instructional technology for students, the Williams Bay School District will supply all students with a technology device. Chromebooks at the elementary school will be kept in carts within the classroom unless circumstances dictate otherwise. Chromebooks for middle and high school students should be taken home each day to complete course requirements. Students should be aware that Internet access and email, and other media that are accessed, created, or stored on their Chromebooks are the sole property of the Williams Bay School District. The district has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

This device is the property of the Williams Bay School District. These devices function to provide each student access to required educational materials needed to be successful; it will allow student access to educational web-based tools as well as many other useful resources. The devices are an educational tool to be used for activities that support college and career readiness such as:

- Producing written projects
- Accessing information
- Research and data gathering
- Presenting information visually
- Note taking
- Managing personal time (Calendar and Assignment Notebook)
- Accessing student records, grades, and assignments
- Communicating (email, blogging, submitting assignments electronically)
- Collaborating
- Participating in web-based curriculum

### Chromebook Monitoring

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The Chromebook is filtered and browsing history is recorded wherever it is being used—school, home, etc. The Chrome browser is also filtered and browsing history is recorded if you are logged in with your williamsbayschool.org account on any device—Chromebook, home computer, tablet, etc. Inappropriate use can result in limited Internet access, limited use of the Chromebook, and/or referral to administration.

### Student Owned Chromebooks or Laptops (with Chrome installed)

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The Chromebook is considered an essential part of the Williams Bay School District learning experience, like a textbook, so every student will participate in the 1 to 1 program. Personal device like a laptop, tablet, etc. follows the same rules as the Electronic Device Policy 443.5.

High school students will be permitted to use their cell phones, laptops, or other devices in a responsible manner during their lunch break and in the hallway between classes and before and after school. Middle school students will not be permitted to use their Chromebooks, cell phones, laptops, or other devices during the lunch period. Cell phones, personal computers, headphones, and other personal electronic devices may not be utilized within the classroom or during instructional time. Exceptions to this policy may be permitted on a case-by-case basis by a teacher or administrator. All personal electronic devices and related items should be turned off and stored out of sight prior to entering classrooms.

If the device is visible, used, and/or turned on during instructional time, it will be confiscated by the teacher. Failure to comply with a teacher's directive will result in a referral to administration. Refer to the student handbook for consequences.

## Using the Chromebook at School

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Elementary students will use Chromebooks that are kept within the classroom at the discretion of the teacher. Middle and high school students are expected to have their district issued Chromebook fully charged at school every day and to bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Chromebook to School:

- A student will drop off his/her phone in the high school office to receive a pass in order to check out a loaner Chromebook in the Library Media Center (LMC).
- We will make every effort to supply a loaner Chromebook, but there may be times when a loaner is not available due to a large demand for that day.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- Students that obtain a loaner will be responsible for returning the borrowed device to the Library Media Center at the end of the day.

## While a Chromebook is Being Repaired

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A loaner Chromebook may be issued to a student when their school-issued Chromebook is being repaired.

- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- Chromebooks on loan to students having their device repaired may be taken home after the repair has been paid for.
- The student will be contacted when their device is repaired and available to be picked up.

## Charging Chromebooks

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Middle and high school students should charge their Chromebooks at home every evening.

If a high school student does not bring his/her Chromebook to school charged:

- A student will drop off his/her phone in the high school office to receive a pass in order to check out a loaner Chromebook in the Library Media Center (LMC).
- We will make every effort to supply a loaner Chromebook, but there may be times when a loaner is not available due to a large demand for that day.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- Students that obtain a loaner will be responsible for returning the borrowed device to the Library Media Center at the end of the day.

If a middle school student does not bring his/her Chromebook to school charged, there will be chargers in the middle school classrooms for students.

## Backgrounds and Themes

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Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in consequences. Staff members of the Williams Bay School District have the final word on what is deemed appropriate, and students asked to change backgrounds and/or themes, will comply immediately.

### Sound

- Sound must be muted at all times, unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

### Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing from the Chromebook is not currently available

## General Use and Care of the Chromebook

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Students are responsible for the overall care of their Chromebook. Chromebooks that are broken, damaged, or have mechanical failure must be brought to the school library for repair. DO NOT take district owned devices to an outside repair facility for any type of service.

- Students are responsible for their devices at all times.
- No food or drink should be next to Chromebooks. Avoid exposing your Chromebook to extreme temperatures, weather conditions, or liquid.
- Cords, cables, and removable storage devices should be inserted and removed carefully from the Chromebook.
- Chromebooks should not be used or stored near pets or in direct sunlight (ex. Laying on a seat in a car).
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks shall remain free of any writing, engraving, drawing, labels and stickers, with the exception of the Williams Bay School District pre-applied labels. This tag must not be removed or altered in any way. If a tag is removed or defaced, it is the student's responsibility to contact the school library for a replacement.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should be carried separately in their carrying case with no pressure on the top of the Chromebook as damage to the screen can occur from pressure placed upon it.
- No parts of the Chromebook should be removed or altered from the original state.
- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook.
- Do not use household cleaners to clean your Chromebook.
- Do not cover the vents of the Chromebook.
- Do not carry Chromebooks by the screen or put pressure on the screen.

### Cases for Middle and High School Students

Students are strongly encouraged to use a protective carrying case. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

### Transporting and Storing your Chromebook

- Always transport Chromebooks with care.
- Do not put paper or other objects between the keyboard and screen.
- Unplug the power cord and/or any other connected device from your Chromebook before moving it or storing it in a backpack/container.
- Chromebook lids should always be closed and secured when moving from one place to another. Always support a Chromebook from its bottom with the lid closed.
- Care should be taken when storing the Chromebook in a backpack or locker. Do not place books or other items on top of the device.

### Chromebook Use

- Students will only be able to log into the Chromebook using the @williamsbayschool.org account that is assigned to them.
- Students shall not share their password with others.
- Inappropriate images may not be used as a screen background.
- Presence of guns, pornographic materials, alcohol, drug references, gang symbols, inappropriate language, or other items deemed inappropriate will result in disciplinary actions.
- Do not allow other students to use your Chromebook. Loss or damage that occurs when anyone else is using it will be the responsibility of the student assigned to that device.
- Students may use a wireless mouse and / or keyboard. Responsibility for the care of these items belongs solely to the owner.

## Chromebook Repair/Replacement

New Chromebooks have a one-year warranty from manufacturer defects. Any problems or damage to a device need to be reported immediately. Failing to report damage may result in the student being responsible for all repair costs.

- If your Chromebook is damaged it should be reported to district staff.
- Damaged Chromebooks will be given to the Technology Coordinator for damage assessment.
- Loaner Chromebooks may be issued to students when they submit their Chromebook for repair. Handbook guidelines apply to loaned devices.
- Lost Chromebooks must be immediately reported to district staff. For lost or stolen devices not located, a \$400 fee is incurred for replacement costs.
- Chromebooks that are found to be unsupervised will be taken by staff and held by the Technology Coordinator. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
- A device that is believed to be stolen will be treated like any other reported stolen property and will need to be reported to district staff.
- Any damages to the Chromebook or Chromebook cord will be the responsibility of the student who was assigned the device.
- Students and/or parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the Chromebook.

## Chromebook Repair and Replacement Costs

The following is a list of the Chromebook repair and replacement costs:

Item	Cost
Broken Screen	\$75
Broken Keyboard	\$75
Charging Cord	\$25
Other damage	Assessed based on repair cost
Lost Chromebook	\$400

## Using the Chromebook at Home

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Students and parents/guardians understand that the Williams Bay School District does not have complete control over information found on the internet. While every attempt is made to block/filter access from inappropriate material while the student is at school, the district is not able to monitor student usage of the Chromebook while at home. It is the parent/ guardian’s responsibility to supervise the information that a student is accessing from the Internet while at home.

A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Acceptable Use Policy 363.2, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebook.

In an effort to support student learning and involve parents in their children’s education, the Williams Bay School District is provides parents access to GoGuardian Parent, a mobile app designed help keep parents/guardians aware of your children's activity on school-issued devices.

## Managing and Saving Work with a Chromebook

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Digital work on the Chromebook will be saved using Google Apps for Education. Cloud storage will provide access to digital work from virtually any device with Internet access.

G Suite for Education is a suite of Google products that includes email, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, and more. G Suite for Education lets students create different kinds of online documents, collaborate in real time with others, and store documents and other files in the cloud.

All students will have unlimited storage associated with their G Suite for Education account.

All student documents and files will be stored online in the Google cloud environment. To maximize productivity, students will have OFFLINE access to their Google Drive. This Google feature allows students to access anything stored in their “My Drive” without relying on an Internet connection.

Files stored within G Suite for Education are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Williams Bay School District electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored within the WBSD Google domain are private.

Prior to leaving the Williams Bay School District, students who want a copy of their existing work within the G Suite for Education environment will need to use the Google Takeout feature to transfer their material to a personal Google account.

## **Student Information & Communication Technologies Acceptable Use Policy – POLICY363.2**

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The Williams Bay Public School District is providing access to the Internet as a means to enhance the curriculum and provide learning opportunities for all students. The District has established the Student Information & Communication Technologies Acceptable Use Policy to ensure appropriate use of this resource.

### **Rationale:**

The reasons for using the Internet as an instructional resource are:

- accessing global resources
- entering into partnerships to enhance learning options
- broadening problem solving and decision-making abilities
- broadening research capabilities by using appropriate materials
- developing higher level thinking skills
- gaining employability skills needed for the 21st century
- utilizing electronic communication for educational purposes.

Internet access will be provided for students and staff for the purpose of conducting research and communicating with others. Independent student access to the Internet will be provided only to students who have agreed to abide by this policy and its accompanying guidelines and to act in a considerate and responsible manner.

As a part of its internet safety policy, the Williams Bay Public School District will educate minors about cyberbullying awareness and response, and appropriate online behavior, including interacting with others on social networking websites and in chat rooms.

Communication on the Internet is often very public in nature. Students are responsible for good behavior in the use of computers and the Internet, just as they are in a classroom or on school property. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and accompanying guidelines may have their privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and accompanying guidelines. When using the District's access to the Internet, users are expected to abide by the policies established by the District, which include generally accepted rules of network etiquette. These include, but are not limited to the following:

### **Acceptable Use-Responsible users:**

- will follow rules of common sense or etiquette
- may use the Internet to research classroom projects and electronic mail for educational purposes only
- may use the Internet to explore other computer systems
- will respect and uphold copyright laws and all other applicable laws or regulations
- will respect the rights and privacy of others by not accessing private files
- will use the Internet in accordance with district policies relating to harassment
- may download or use streaming video or audio, or any software program only with permission of the computer director to avoid overtaxing the network
- shall use the network in such a way that would not disrupt the use of the network by others
- will follow the regulations posted in the computer lab or other areas where computers are in use
- will follow the directions of the adult in charge of the computer lab or other areas where computers are in use • will use their school assigned email for educational purposes only

### **Unacceptable Use Responsible users shall not**

- use the Internet for any illegal purpose
- bypass or attempt to bypass the filter
- use profane, impolite, or abusive language

- access or use gambling websites
- access any computer files that do not belong to the user or use another person's password
- use the system for commercial or profitable purposes
- use the network to access, transmit, or download pornographic, offensive, harassing, or other inappropriate material
- use computers to access or lead to unauthorized access into accounts or other computer networks.
- use computers to pursue "hacking" internal or external to the district or attempt to access information that is protected by privacy laws.
- create and/or distribute a computer virus over the network
- use the network in such a way that would disrupt the use of the network by others
- deliberately or willfully cause damage to computer equipment, system, or network or assist others in doing the same
- deliberately access materials that are inconsistent with the school's code of conduct or the District's educational goals or show others how to do the same violate copyright or otherwise use another person's intellectual property without his or her prior approval and proper citation
- use the Internet to harass, bully, insult, or threaten others
- use an account other than their own or misrepresent their identity, reveal addresses, phone numbers, images, or any other personal information about self or others when using the Internet or communicating electronically.

### **Use of Online Collaboration Tools including Web Pages and Social Networking**

Certain educational Web 2.0 services (e.g. Moodle, blogs, podcasts, vodcasts, wikis) that emphasize online educational collaboration and sharing are permitted only in controlled, staff supervised settings and for valid school-related purposes. All other uses are prohibited.

Use of social networking services (e.g. Facebook, Instagram, Twitter, TikTok) is not permitted for students using District Systems, unless under the direct supervision of a staff member.

### **Use of Personal Electronic Devices**

During class time, students may use Personal Devices only with permission from staff members. Use of personal devices during non-instructional times (e.g. lunch and passing periods) is permitted to high school students so long as it does not interfere with educational responsibilities and so long as it does not hinder, disrupt, or consume an unreasonable amount of network or staff resources, or violate school rules, state law, federal law or Board policies. Personal Devices of elementary and middle school students are to remain off and stored out of sight during the school day. Students are expected to follow the directives of staff members regarding the use of Personal Devices at any time during the school day or while attending a school-sponsored activity.

Personal Devices that are used are to access the district's filtered Internet systems and are used at the owner's risk. Filtered access will be consistent with that available when using a district-owned device. Bypassing or attempting to bypass this network through proxies, tethering, or other means is not allowed and will be subject to discipline. The school district reserves the right to develop guidelines and rules regulating the use of personal devices to ensure student safety, maintain decorum, and establish a learning environment to support student social emotional wellness and academic growth.

File, print, and application services will not be available on the wireless public network. With staff permission, Personal Devices may be connected with a district-owned piece of equipment (i.e. LCD projector or SMART Board) for instructional purposes only and under the direction of a district staff member.

Users connecting to district systems, even those with a Personal Device, should have no expectation of privacy. The District may review and monitor accounts, without notice, to ensure responsible technology use and maintain system integrity. The District reserves the right to confiscate and search Personal Devices if reasonable suspicion exists that district policies have been violated. The Personal Device may be turned over to law enforcement if the Personal Device has been used for an illegal purpose. Upon request, users must surrender the Personal Device in its entirety. Users found to be in violation of district policies using a Personal Device will be subject to consequences, including disciplinary action, exclusion of the device from the District, or criminal prosecution.

In accordance with state law (§175.22, §942.08, §942.09, board policy (731.2)), under no circumstances shall any Personal Device with photographic capabilities be used in locker rooms, bathrooms, or other areas where privacy is expected. Personal Devices shall not be used to photograph students or others without their permission and shall not be used to photograph any items that are confidential (e.g. testing materials). A student who violates this section of the policy shall be subject to discipline, which may include consequences up to and including expulsion.

Responsibility for the care of Personal Devices and behavior while using the device belongs solely to the owner. The District is not liable for loss, damage, or misuse of any personal device including while on District property, connected to District systems, or



while attending school-sponsored activities. Technical support for Personal Devices will not be available. Any assistance provided by the District to access the wireless public network shall be done in good faith and does not render the District liable for the function of any Personal Device.

**Use of Student Likenesses. Student Work. Student Voice on Websites.**

Student Likeness: A student’s likeness (photograph or video image) may be posted on a teacher, school, or district website for educational purposes unless a parent/guardian denies permission to do so through the opt-out procedure listed in this policy. All content shall be age appropriate to safeguard students by shielding the identification of students’ identification and locations.

Content may include names of individuals; however, identifying information, such as names of family members, e-mail addresses, addresses, and phone numbers will remain private. Security and Safety: In compliance with the Children's Internet Protection Act (CIPA) and other applicable laws, the district has implemented filtering / and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other objectionable materials harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes and are responsible for setting and conveying the standards that their children should follow when using the Internet. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find offensive, inappropriate, objectionable, or controversial. The School District of Williams Bay does not condone the use of such material. Students must have a specific information objective in mind before they will be allowed to use Internet resources.

In order to ensure the systems are being used for educational purposes, the School District of Williams Bay reserves the right to inspect all data stored in public or private areas of networked or individual storage systems of any kind, without notice or warning, and at any time or for any reason. No District user should have any expectation of privacy as to his or her Internet usage, or the privacy of any electronic mail message, file, download, note or other data stored on or transmitted or received through any District computing facility.

Access to the Internet via the Williams Bay Public Schools is a privilege, not a right. This privilege may be restricted at any time for use not consistent with the educational goals of the district.

Students who commit any of the above listed acts of misconduct will be disciplined in one or more of the following ways:

- the device will be confiscated
- the student's parents will be contacted
- the student will be given limited access to school telecommunications equipment, networks, and service
- the student will be denied access to school telecommunications equipment, networks, and services
- the student will be required to pay for all property damage
- the student will receive an in-school suspension
- the student will receive an out-of-school suspension
- the student will be denied access to all district owned computer equipment, networks, and services
- the appropriate law enforcement agencies will be notified
- the student will be recommended for expulsion

**Notification to Users**

Reference to the District's acceptable use policy and rules shall be included in every student handbook. If a parent/guardian chooses to deny Internet access or access to the wireless public network, or permission for the student’s work, voice, likeness, or name posted on a website, they must opt out within Skyward.

REVISED/APPROVED: July 26, 2021

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## **Probationary Status: Middle and High School Students**

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To protect the assets of the Williams Bay School District, identified students will be required to turn in their Chromebooks to the LMC Help Desk at the end of each day. The length of time the student will be on probationary status will be determined on an individual basis, depending on the circumstances that led to the probationary status. The LMC Help Desk will secure the equipment during the evening and the student will be allowed to check it back out daily.

Students who will be included as probationary will be the following:

- Students who routinely mistreat or damage the district-owned Chromebook assigned to them, as documented by repair requests and/or staff observation. Repeated offenses could result in the student losing access to the Chromebook completely.
- Students who owe money for fees and/or repairs to district-owned devices (including prior years).
- Students who owe money for damage to school property.
- Students who have violated the Acceptable Use Policy during the current or previous semester.

## Children’s Online Privacy Protection Act (COPPA)

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The Williams Bay School District uses network access, the internet, internet applications, and email for educational purposes. Using these resources, students may collaboratively create, edit, and share files and websites for school-related projects and communicate with other students and teachers. Many services are online and available 24/7 from any internet connected device.

This document shares information regarding the use of these educational tools with parents:

- Per the Children’s Online Privacy Protection Act (COPPA), written parental permission must be given for students under 13 years of age to use certain Web 2.0 tools.
- Internet applications such as G Suite for Education, and many Web 2.0 tools are used for instruction. These tools include, but are not limited to Prezi, Voki, GoAnimate, Edmodo, Animodo, and Kidblog.
- Email accounts for individual students may be issued for school use.
- Other resources will be added as they become available.
- Network access on district wired and wireless devices.
- Per the Children’s Internet Protection Act (CIPA), Internet access is filtered on district wired and wireless devices, as well as personal wireless devices if connected to the district wireless network.
- Per the district’s acceptable use policy, students who use district and/or personal devices must act in a manner consistent with school, district, and legal guidelines.

The Williams Bay School District is governed by federal laws and local board policies including:

- Family Educational Rights & Privacy Act (FERPA) <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Children’s Internet Protection Act (CIPA) <http://www.fcc.gov/guides/childrens-internet-protection-act>
- Children’s Online Privacy Protection Act (COPPA) <http://www.ftc.gov/privacy/coppafaqs.shtm>

## Student Acceptable Use of the Internet and Technology

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The Williams Bay School District uses network access, internet, internet applications, and email for educational purposes. Using these resources, students may collaboratively create, edit, and share files and websites for school-related projects and communicate with other students and teachers. Many services are online and available 24/7 from any internet connected device.

### Device Return

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Chromebooks will be collected at the end of each school year only if repairs are needed to the device. All 8th graders and seniors will turn in their Chromebooks prior to their final day of school. Other middle and high school students will retain their original Chromebook each year while enrolled in the Williams Bay Schools, unless it is deemed by the technology department that the device has reached its normal end-of-life and needs to be replaced.

Students leaving the district must return district owned Chromebook to the LMC Help Desk or the Middle and High School Office before school records are released.

Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.