



2022-2023 STUDENT CHROMEBOOK HANDBOOK

Table of Contents

[1 Clyde CISD Chromebook 1:1 Program](#)

[2 Student Chromebook Pledge](#)

[3 General Information](#)

[3.1 Chromebook Check-in and Check-out](#)

[3.2 Repair](#)

[3.3 Device Coverage](#)

[3.5 Loss or Theft](#)

[4 Chromebook](#)

[4.1 General Use](#)

[4.2 Charging Your Battery](#)

[4.3 Screen Care](#)

[4.4 School Use](#)

[4.5 Chromebook Management](#)

[4.6 Media, Sound, and Games](#)

[4.7 Printing](#)

[4.8 Home Internet Access](#)

[4.9 Saving to the Chromebook](#)

[4.10 Network Connectivity](#)

[4.11 Inspection](#)

[4.12 Chromebook Operating System Updates](#)

[5 Parent/Guardian Responsibilities](#)

[6 Acceptable Use Guidelines](#)

1 CLYDE CISD CHROMEBOOK 1:1 PROGRAM

The focus of the 1:1 (1 Chromebook per student) program in Clyde CISD is to provide equipment and resources that meet the needs of our students.

The Chromebook 1:1 Program facilitates:

- Access to digital textbooks and other education resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

The information within this document applies to the 1:1 Chromebook program for students that attend Clyde High School. Please note that teachers may set additional requirements for use in their classroom.

2 STUDENT CHROMEBOOK PLEDGE

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to others.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily at home.
6. I will not disassemble any part of my Chromebook or attempt any repairs.
7. I will protect my Chromebook by only carrying it in the Clyde CISD-issued case.
8. I understand that my Chromebook is for educational use.
9. I will not deface my Chromebook (no stickers, writing, engraving, etc.).
10. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Clyde CISD.
11. I will file a police report in case of theft or vandalism.
12. I will be responsible for all damage or loss caused by neglect or abuse.
13. I agree to return the Chromebook, case, and power cords in good working condition at required check-ins.
14. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

3 GENERAL INFORMATION

3.1 CHROMEBOOK CHECK-IN AND CHECK-OUT

1. Chromebooks will be distributed each fall to the students of Clyde High School and checked out to students on the remaining three campuses.
2. Students may be issued the same Chromebook each school year.
3. All students are required to have a device every day.
4. Students may only have one laptop, tablet, or Chromebook (including district-issued Chromebooks) connected to the CISD network. Cell phones should not be connected to the CISD network.
5. Parent resources are available on the CISD website.
6. **WITHDRAWAL:** If a student withdraws from Clyde CISD, the Chromebook, charger, and case will be returned at the time of withdrawal. Failure to return the Chromebook, charger, and case may result in a warrant for arrest on theft charges.

3.2 REPAIR

If the student's Chromebook is broken or fails to work properly, the student should enter a ticket at [Student Help Desk Ticket Form](#) or take the device to the campus library. All issues will be handled through the ticketing system by the student or library staff. If the Chromebook must be taken in for repair, a temporary replacement may be provided for the interim. **Any repairs that are NOT due to misuse or damage will be covered without cost or as outlined in the "Chromebook Usage Fee Form."**

3.3 DEVICE COVERAGE

Parents are required to take out a coverage plan on the Chromebook at Clyde Junior High and Clyde High Schools. The Chromebook Usage Fee coverage plan is handled through the school district. The payment is due annually prior to the student receiving the device. Devices will be kept by the school over the summer and re-issued when payment is received at the start of the next school year. You can also send cash or check with your student to school.

The plan covers:

1. Accidental damage (including drops, cracked screens, liquid spills)
2. Fire/Flood
3. Vandalism (police report required)
4. Theft (police report required)
5. Liquid Submersion
6. Power Surge due to Lightning
7. Natural Disasters

8. Mechanical Failure

3.4 LOSS OR THEFT

1. LOSS: Students must contact the campus office if their Chromebook is lost. Technical support personnel will contact the student with additional measures if necessary.
2. THEFT: Students must contact the campus office if their Chromebook is stolen. An official police report is required for replacement of the Chromebook. Students who lose their Chromebook and do not have a theft report will be required to pay the full replacement cost. If the theft occurred at school, contact the main office to get in touch with the School Resource Officer.

4 CHROMEBOOK USE

4.1 GENERAL USE

1. Use caution when eating or drinking near your Chromebook.
2. Cords, cables, and removable storage devices must be inserted **carefully** into the Chromebook to prevent damage.
3. Chromebooks must be in the CISD-issued case at all times.
4. Students should never carry their Chromebook while the screen is open.
5. Do not stack **any** books, heavy materials, etc. on top of the Chromebook in your locker or backpack. Anything placed on the Chromebook may cause damage.
6. Do not close the Chromebook with anything inside it (pencil, etc.). This can cause screen damage.
7. Chromebooks may be stored in the student's locker with **the lock securely fastened**. Nothing should be placed on top of the Chromebook when stored in the locker.
8. If applicable, students should take their Chromebooks home with them every night to charge.
9. If a student is attending a school-sponsored activity (either off campus or after school), he/she should secure the Chromebook in a locker or teacher-designated area.
10. Chromebooks should not be left unattended, particularly in the cafeteria, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds.
11. Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
12. Chromebook case personalization is not permitted.
13. Keys removed from the keyboard are considered intentional damage and will be handled as such.

4.2 CHARGING YOUR BATTERY

1. Average battery life should be 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, enter a service ticket.
2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.

3. Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening. Students who do not bring their Chromebooks to class charged may be given an alternate assignment.

4.3 SCREEN CARE

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not place anything in the carrying case that will press against the cover.
3. Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning. Do not use window cleaner on the Chromebook screen.
4. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
5. Do not slam or force the top closed.

4.4 SCHOOL USE

1. 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 Chromebooks to all classes, unless specifically instructed not to do so by their teacher.
2. If students leave their Chromebooks at home or in their homerooms, they are responsible for getting the course work completed as if they had their Chromebooks.
3. If a student consistently does not bring his/her Chromebook to class, parents will be contacted.

4.5 CHROMEBOOK MANAGEMENT

1. Only the CISD student who is assigned to the Chromebook should log into that Chromebook.
2. CISD Chromebooks are managed by the domain "clydeisd.org". Any attempt to remove the management will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

4.6 MEDIA, SOUND, AND GAMES

1. All photos (including desktop background) and videos must meet "CCISD *Policy for Acceptable Use*" Guidelines.
2. Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges.
3. Use of media, sound, and games must be in accordance with classroom procedures.

4.7 PRINTING

1. Printers are assigned for the student's appropriate campus.

4.8 HOME INTERNET ACCESS

1. Students can set up access to home wireless networks on their Chromebooks. This will allow students to access resources needed to complete schoolwork.
2. If you have trouble connecting a Chromebook to your home network, contact your Internet service provider.
3. Chromebooks are content filtered (blocked from pornography, hate, violence, most social media) no matter what network they are on. Any student who attempts to bypass the content filter is in violation of the “CCISD *Policy for Acceptable Use*” and subject to disciplinary action.

4.9 SAVING TO THE CHROMEBOOK

1. Student work will be saved in the student’s Google Drive. Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook using the student’s account.
2. Files that are saved locally on the Chromebook (downloaded PDF’s, for example) are only available on that Chromebook.
3. If a student does not have Internet access at home, the student may download assignments while at school.

4.10 NETWORK CONNECTIVITY

1. Clyde CISD makes no guarantee that the CISD network will be up and running 100% of the time. In the case that the network is down, the District will not be responsible for lost or missing data.
2. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc.
3. Most of the Google Drive Apps can be used offline. Once a student reconnects to the Internet, the offline files will sync with the Google Drive account.

4.11 INSPECTION

1. Chromebooks are property of CISD and are subject to inspection at any time.
2. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the Chromebook.

4.12 CHROMEBOOK OPERATING SYSTEM UPDATES

1. The Chromebook will automatically update every time the device is connected to the Internet.
2. If a Chromebook does not appear to be managed by clydeisd.org, running slowly, or has trouble connecting to a network, enter a helpdesk ticket.

5 PARENT/GUARDIAN RESPONSIBILITIES

1. Please 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.

2. Be an active participant in your child's digital life. Have them show you what sites they are navigating to, what apps they use, and what they are working on.
3. The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship:
 - a. Netsmartz: <http://www.netsmartz.org/Parents>
 - b. Families Managing Media <http://www.familiesmanagingmedia.com/>
 - c. Family Online Safety Institute <https://www.fosi.org/>
 - d. Raising Digital Natives <http://www.raisingdigitalnatives.com/blog/>

6 ACCEPTABLE USE GUIDELINES

Student responsibilities are outlined in the Student/Parent Policy for Acceptable Use of the District's IT and Network Systems:

Rules for Appropriate Use

- If you are assigned an individual account or password, you are responsible for protecting that information and not sharing that account information or password.
- The account or password is to be used mainly for identified educational purposes, but some personal use may be permitted.
- You will be held responsible at all times for the proper use of your account or password and the District may suspend or revoke your access if you violate the rules.

Inappropriate Uses of District Technology

- Using the system for any illegal purpose.
- Borrowing someone's account information.
- Posting personal information about you or others (such as address and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.
- Using network bandwidth for non-educational purposes (such as streaming music or videos that are other than educational).
- Intentional or negligent damage to any Clyde CISD computers or other district information technology equipment.
- Intentionally attempting to gain access to Internet resources deemed to be inappropriate by CCISD staff.
- Intentionally using a Virtual Private Network or VPN to circumnavigate the CCISD content filter.

Consequences for Inappropriate Use

- Suspension of access to the system.
- Suspension of access to the District's network including but not limited to the District's Wi-Fi network.
- Revocation of the computer system account or password; or
- Other disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.
- Repair or replacement expenses for any damaged district IT equipment caused by the student or while in the student's possession.

Return of Technology Resources and Records

- Upon leaving Clyde CISD, or upon request from the Clyde CISD administrative staff, you must return any District-owned equipment or resources in your possession.