

Washtucna School



Chromebook Handbook/Acceptable Use Policy 2024-2025

Overview

Washtucna School District is committed to preparing our students to succeed in a changing world. It is essential that the district provide our students with the skills needed to be self-directed learners. We believe that innovative teaching and learning includes the effective use of technology to best prepare each student for the world in which he/she will live. To accomplish this vision, the district is making Chromebook technology available to all students.

Management

Since the Chromebooks belong to the Washtucna School District, Washtucna staff will be monitoring all devices. Washtucna School District staff members reserve the right to search any and all content viewed using the district-owned Chromebooks, at any time, to check the adherence of the Acceptable Use Policy.

Student Responsibilities

- Students are expected to use the Chromebooks appropriately for education purposes
- It is the responsibility of the students to download to the Chromebook any necessary documents, apps, assignments, and/or materials from their teachers.
 - Any inappropriate material will result in disciplinary action.

General Precautions

- Do **NOT** share usernames, passwords or Chromebooks.
- No food or drinks near the Chromebooks.
- Chromebooks should not have any writing, drawing, stickers, or labels added to them.
 - Any labels or stickers put on the Chromebooks by Washtucna School District or the manufacturers should not be altered or removed.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- **Chromebook screens can be easily damaged.**
 - Do not carry Chromebook while the screen is open.
 - Do not lean or put pressure on the top of the Chromebook when it's closed.
 - Do not poke the screen.
 - Do not put Chromebooks in a backpack.
 - Do not place anything on the keyboard before closing the lid (i.e. pens, pencils or disks).
 - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- In the occurrence a Chromebook is damaged, students must report this immediately to Washtucna School staff and return it for repairs. **Under NO circumstances should the district-owned Chromebooks be taken to an outside computer service for any type of repair or maintenance.**

Online Learning

- Good digital citizenship
- Students are responsible for using their Chromebooks to check in with teachers regularly.
- When using Chromebooks at home, students & parents need to be aware that Washtucna School District can still see Chromebook usage via our filter system.

Google Meet Usage & Expectations

- Mute microphone until the teacher asks a question or instructs otherwise.
- Keep the webcam on during digital class unless otherwise instructed.
- Do not present screen unless instructed by the teacher.
- Use appropriate classroom behavior in the digital classroom.
- Only use the chat option for classroom related communication.
- When the Google Meet is over, leave the meet when instructed.
- Recording of classroom instruction may be posted after the meet to Google Classroom. *

Costs

- If a Chromebook issued to a student is damaged or lost, it will be determined by Washtucna District staff whether the damage or loss is due to misuse or negligence. If the damage or loss is due to misuse or negligence, the student may be required to pay up to the following amounts:

Chromebook (full replacement required)	\$250
Screen	\$35
Touchpad/Keyboard	\$55
Charging Cord	\$30
Case	\$20

Storing Chromebooks

- When students are not using their Chromebooks, they should have a safe place to store and charge their Chromebook.
- Chromebooks should not be stored somewhere that they can be easily damaged.

Inappropriate Content

- Inappropriate content will not be allowed on Chromebooks.
- Presence of weapons, pronographic material, inappropriate language, alcohol, drugs, gang-related symbols, or pictures will result in disciplinary action.

Communication

- Always use appropriate and proper language in your communications.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Email and communications sent/received should be related to educational needs
- Email and communications are subject to inspection by the school at ANY time.
- Built in webcams/microphones should be used in relation to educational needs.
- It is the student/parents' responsibility to make sure webcams/microphones are off when not in use.

Cyberbullying

- Cyberbullying includes all forms of harassment over the internet or other forms of electronic communications. Students will refrain from using communication devices or district property to harass or stalk another person. The district's computer network and the internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and will result in disciplinary action.
- Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or web site posting.
- School administrator(s) will fully investigate all reports of cyberbullying.

Returning Your Chromebook

- At the end of the school closure students must turn in their Chromebooks and charging cords.
- Failure to turn in the Chromebook and accessories will result in the student being charged the full \$250 replacement cost.
- The district may also file a report of stolen property with the local law enforcement agency.
- Students may be charged for any damage to the Chromebook or charging cord.

Terms of the Chromebook Loan

- Chromebooks will be distributed at the discretion of the district administration upon confirmation that the Acceptable Use Policy form has been signed.
- Legal ownership of the Chromebooks remains with Washtucna School District. The use of the Chromebook is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the district's Acceptable Use Policy, and all other district policies.
- Student Chromebooks and accessories will be checked in at the end of the school closure at a date and time determined by the administration.
- Failure to return the property in a timely fashion may result in the involvement of law enforcement.
- Software and apps will be managed by the district.
- The Chromebooks will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using district-owned equipment or technology systems.
 - ***All Chromebooks are run through the school's filters, even off school grounds. Staff can view how Chromebooks are being used at any and all times.***
- If technical difficulties arise with a Chromebook, or non-conforming content is discovered, the Chromebook will be restored by tech staff. If the tech staff need to restore a Chromebook, the district will not be responsible for the loss of any content put on the Chromebook by the student.
- Each Chromebook has identifying labels, which must NOT be removed or altered in any fashion. Students may not permanently mark the Chromebook itself in any fashion.

Washtucna School
Acceptable Use Policy
Parent Acknowledgement

Student Name _____ Chrome Book# _____

Students will not be issued a Chromebook without a signed acknowledgement form.

I certify that I have received a copy of the Washtucna School District's Acceptable Use Policy for Electronic Resources and that it is my responsibility to read the policy and to operate under the policies and standards contained in this document.

I understand and agree to the terms and conditions outlined in the Washtucna School District's Acceptable Use Policy for Electronic Resources.

Date: _____

Parent/Guardian Name:

Parent/Guardian Signature:

Recording of classroom instruction may be posted after the meet to Google Classroom. *

I understand that Washtucna School District will record digital lesson instruction during online teaching. I understand that, while Washtucna School District staff will purposefully avoid recording students during these instructions, it is a possibility that my child might be recorded during this instruction. I understand that these recordings are only going to be shared with students of that classroom, as well as those students' families potentially.

I understand and agree to allow my student to be in these instructional recordings.

Date: _____

Parent/Guardian Name:

Parent/Guardian Signature:
