

# West Noble Middle School

## Digital Learning Handbook

(Student and Parent Information and Procedures)



**2018-2019**

The digital mission at WNMS is to create a personalized, engaging digital learning environment based on best instructional practices and the needs of WN students.

### **Chromebook Agreement**

Students in grades will be issued Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of WNMS technology is a privilege and not a right and that everything done on any WNMS-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of WNMS technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

### **Ownership of the Chromebook**

WNMS retains ownership of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for the academic year. Moreover, WNMS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware. Use of the Chromebook may be revoked or restricted due to poor grades, attendance issues, or behavior.

### **Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

#### **1) Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to the media center as soon as possible. Never take your Chromebook to an outside computer service for any type of repairs or maintenance. Students should NEVER leave their Chromebooks unattended except if locked in their locker.

##### **a. General Precautions**

- No food or drink should be next to Chromebooks.
- Be careful when using cords, cases, and removable storage devices.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.

##### **b. Cases**

- Each student is encouraged to purchase a protective cover for his/her Chromebook. An inexpensive option is available at the student store.
- Chromebooks should never be placed in a bag, such as a backpack, with other books or devices. Compression can damage the Chromebook.

### c. Carrying Chromebooks

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

### d. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of the Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the Chromebook bag that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (i.e. pencils, pens).
- Only clean the screen with a dry microfiber cloth or anti-static cloth.

### e. Barcodes

- All WNMS Chromebooks will be labeled with a barcode. Students may be charged up to the full replacement cost of a Chromebook for tampering with a West Noble School Corporation barcode or turning in a Chromebook without the barcode.

### f. Repairs

- The cost for repair of a damaged (accidental or otherwise) Chromebook or charger is the responsibility of the student and his/her parent/guardian.
- The reasonable cost for each part is determined at the beginning of the academic year.
- Parents/guardians will be invoiced for the cost of the repair (parts only).
- Any *warranty* repair or replacement will be handled solely by the WNMS Technology Dept. and at no cost to the student.

## 2) Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school everyday.

### a. If a student does not bring his/her Chromebook to school:

- A student may stop in the media center and check out a loaner device.
- A student who obtains a loaner device will be responsible for returning the device by 3:10 pm that day.

### b. Chromebooks being repaired:

- Loaner devices may be issued to students when they leave their Chromebooks for repair.

### c. Backgrounds and Themes

- Inappropriate media may not be used as backgrounds or themes. What constitutes "inappropriate" is determined by administrative staff and faculty. The presence of such media will result in disciplinary action.

### d. Sound

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

### e. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing may occur at the discretion of the teacher.

### f. Managing and Saving Your Digital Work

- 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.
- WNMS will not be responsible for the loss of student work.
- Students are encouraged to maintain backups of their important work on a portable storage device.

## 3) Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school.

A Wifi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected. Students are bound by the guidelines in this document wherever they use their Chromebooks.

#### **4) Returning Your Chromebook**

##### **a. End of Year**

- At the end of the school year students will turn in their Chromebooks and chargers. Failure to turn in a Chromebook will result in the student being charged the full replacement cost and may result in the filing of criminal charges.
- School personnel may determine that repairs must be completed before a Chromebook can be re-issued the following school year. The cost of these repairs will be invoiced to the student's parent/guardian and must be paid before re-issue of a Chromebook.

##### **b. Transferring/Withdrawing Students**

- Students who transfer out of or withdraw from WNMS must turn in their Chromebooks and chargers on their last day of attendance. Failure to turn these in will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving WNMS may result in filing of criminal charges or Small Claims action.

#### **5) Content Filter**

- WNMS uses an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity monitored and protected by WNMS. Some websites may be accessible at home that are not accessible at school.

#### **6) No Expectation of Privacy**

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. WNMS may, without prior notice or consent: log, supervise, access, view, monitor, and record use of student Chromebooks at any time and for any reason related to the operation of WNMS. By using a Chromebook, students agree to such access, monitoring, and recording of its use.