



Wentzville R-IV School District 1:1 eStudent Program Handbook

rev. April 2015

The focus of the Wentzville School District (WSD) student 1:1 eStudent program is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and a learning tool of these twenty-first century students are mobile wireless Chromebooks. The individual use of these Chromebooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. The Chromebooks encourage students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The 1:1 eStudent program will be a vehicle to enhance student learning by making them active and engaged in their learning. Students will be required to bring their Chromebook to school every day, and take it home every night during the school year. High school students will be issued a Chromebook as part of the program.

The policies, procedures and information within this handbook apply to all district Chromebooks used at school or at home, including any other Chromebook considered by district administrators or principals to come under this policy.

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1. Chromebook Specifications:

Chromebooks:

The Chromebooks issued to high school students may vary slightly from year-to-year or even during the school year as models change. Below are the general specifications that the Chromebooks will have:

- Make & Model: Samsung Google Chromebook or Acer C740
- Operating System: ChromeOS
- Media Card Reader: SD memory card slot
- External Ports: 2 USB ports
- Screen: 11.6" LED
- Battery: Over 6.5 hours of battery (depending on use)
- Audio Output: Integrated speaker & 3.5mm speaker or headphone port
- Network: Integrate wireless card 802.11 b/g/n
- Video Port: HDMI output
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2. Receiving Chromebook:

Parents and students must sign and return the 1:1 eStudent Program Agreement before the Chromebook can be issued to the student. Chromebooks will be collected at the end of the school year and then re-distributed at the beginning of each school year. When the Chromebooks are collected at the end of each school year they will be wiped clean maintenance and for software upgrades. Students must save any files that they wish to keep prior to turning in as the Chromebooks will be reloaded and cleaned during the summer.

3. Taking Care of The Chromebook:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the designated area in the school.

3.1 General Precautions:

- No food or drink is allowed next to the Chromebook while it is in use.
- Cords, cables, and removable storage Chromebooks must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks should be shut down or put in standby when not in use for an extended period of time to conserve battery life.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of WSD.
- Chromebooks must never be left in an unattended vehicle or any unsupervised area.
- Students are responsible for keeping their Chromebook battery charged for school each day.



3.2 Carrying Chromebooks:

The protective case provided with the Chromebook is intended to provide basic protection from normal treatment and provide a suitable means for carrying the computer. The guidelines below should be followed:

- Chromebooks should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and papers), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.

3.3 Screen Care:

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (ie. pens, pencils or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
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4. Using the Chromebook at School:

The Chromebooks are intended for use at school each day. Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

4.1 Chromebooks Left at Home:

If students leave their Chromebook at home, the student may use a classroom loaner during the class session, do without, or share with another student depending on the classwork as directed by the classroom teacher.

4.2 Chromebook Undergoing Repair:

Loaner Chromebooks may be issued to students when they check their Chromebook for repair at the designated location at their high school.

4.3 Charging The Chromebook Battery:

The Chromebooks should be brought to school each day in a fully charged condition. Students need to charge their Chromebook each evening. Charging areas will be available in designated locations in the high schools and in classrooms.

4.4 Screensavers & Backgrounds:

Inappropriate media may not be used as a screensaver or desktop background, such as the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures.



4.5 Printing:

USB flash drives or other removal media can be used to transfer files to home computers for printing. Printing should be kept to a minimum as teacher strategies will facilitate digital copies and/or online submission of homework.

5. Managing Files and Saving Work:

5.1 Saving Work:

Students should routinely backup important files to their district network H: Drive, WSD Google Drive, or removable media.

5.2 Saving Appropriate Content:

The content saved on these Chromebooks or any district resources should only be files and data that are part of their school projects. No personal or inappropriate files or data is allowed on these Chromebooks or district resources.

5.3 Saving Inappropriate Content

Students should not view or save any content deemed inappropriate by WSD via this 1:1 eStudent Handbook, the District Technology Use Policy and the district student procedures. Inappropriate content includes, but is not limited to pornography, offensive content, or illegal music/videos/software.

6. Chromebook Software

6.1 Originally Installed Software:

The software originally installed on the Chromebooks must remain on them in usable condition and be used appropriately. From time to time the school may add software applications or apps for use in a particular course. All copyright and licensing laws will be adhered to by students and the WSD. Students should not install any additional software, apps, plug-ins, extensions or developer tools.

6.2 Additional Software:

Students are not allowed to install any additional software, apps, plug-ins, extensions or developer tools on their Chromebooks. This includes but is not limited to applications such as music downloading utilities, other media downloading utilities, proxy software, and games.

6.3 Inspection:

Student Chromebooks may be viewed by school administration at any time. Student Chromebooks may also be inspected by school administration if a staff member suspects that inappropriate material resides on the Chromebook or the student have violated this 1:1 eStudent Program Handbook, the District Acceptable Use Policy, the Digital Citizenship Pledge, and WSD student policies and regulations.



6.4 Procedure for Re-Loading Software:

If technical difficulties occur that requires the reimaging of the Chromebook, it is at the discretion of a district technician to re-image the Chromebook especially if repairs are substantial. Reimaging will restore the Chromebook to the original state of initial installation. All files stored on the hard drive, such as the Desktop or Documents will be gone. For this reason it is the student's responsibility to utilize his/her H: Drive, WSD Google Drive, or removable media to backup their important files and documents.

7. Acceptable Use:

7.1 General Guidelines:

Each student will be required to follow the District Acceptable Use Policy which can be accessed at:

<http://wentzville.k12.mo.us/file.php/41/WSDAUP.pdf>

Transmission, use, or copying of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without consent of the individual, principals or District Administration will be considered an act of vandalism and subject to disciplinary action in accordance with the district policies. Students should not open the casing to access the internal components such as the system board, memory, hard drive or other internal parts, nor remove any parts or components of the Chromebook.

7.2 Privacy and Safety:

- Do not go into chat rooms or send mass broadcasts without permission.
- Do not reveal full name, phone number, home address, social security number, credit card numbers, and passwords to others.
- Chromebooks and district network drives are the property of the district and can be confiscated or searched by district officials at any time.
- Internet history is tracked by individual students. Internet history and logs can be accessed on district Chromebooks and the district Internet filter at any time by district officials.

7.3 Legal Propriety - Students should:

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If unsure, ask a teacher or parent/guardian.
- Not plagiarize. Plagiarism is a violation of the student handbook.
- Not use copyrighted, licensed or branded materials without appropriate written permission from the "owner".
- Give credit to all sources used, whether quoted or summarized. This included all forms of media on the Internet such as graphics, movies, music and text.



8. Protecting and Storing the Chromebook:

8.1 Chromebook Identification:

Chromebooks will be issued and assigned to individual students. This assignment will be tracked by the serial number of the Chromebook.

8.2 Storing the Chromebook:

When students are not using their assigned Chromebook, they should store them in their locked locker. Nothing should be placed on top of the Chromebook when stored in the locker. Students should take their Chromebooks home every day after school, regardless of whether or not they are needed.

8.3 Chromebook Left in Unsupervised Areas:

Under no circumstances should Chromebooks be left in unsupervised areas which include the school grounds and campus, the cafeteria, computer lab, commons, library, hallways, unlocked classrooms, and dressing rooms. Any Chromebook left in these areas unsecured is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the School Office.

9. Chromebook Limited Warranty and Support:

9.1 Chromebook Limited Warranty:

Chromebooks are purchased with a limited warranty. This limited warranty covers normal use and manufacturer defects. It does not warrant damage caused by misuse, theft, fires, abuse, accidents or computer viruses.

9.2 Chromebook Technical Support:

A district technician is housed in each high school. Technical support hours are during the school day and hours.

10. Chromebook Insurance Option:

The district offers an optional insurance program for your child's 1:1 eStudent Chromebook. The cost to participate in this program is \$20 annually. Participation is optional. Coverage takes effect once payment is received, and the Chromebook is issued to your child. It is not retro-active. Buying in to the program provides coverage only during the current school year, so from the time payment is received through the end of the school year which is June 30. The program fee is non-refundable, and does not transfer to the next school year if the insurance is not used.

This 1:1 eStudent insurance program will cover during the school year two replacements. The two items covered under this program are the LCD screens (\$37 for Chromebooks), and keyboard replacements (\$62 for Chromebooks). The two items covered for that school year can be one screen and one keyboard, two screens, or two keyboards. Buying into this program does not cover Chromebooks that are lost, stolen, or needing to be totally replaced (\$271 for Chromebook). Any additional replacements after the first two that are covered, then the



student will be charged a replacement fine of \$37 for each subsequent screen replacement, or \$62 for each subsequent keyboard replacement.

Willful and deliberate damages to the Chromebook will cause the student to be charged with the replacement cost for the replacement part or the whole Chromebook, and will not be covered under the insurance program.

Payments must be made in the form of a personal check made out to the Wentzville R-IV School District, and turned into your child's high school office.

11. Online Safety and Responsibility:

11.1 When online one should:

- Never reveal identifying information in your screen name, profile or conversations to people one does not know. Information such as name, address, phone number, school name, etc... should not be openly shared.
- Remember any information that is posted could potentially be viewed by anyone.
- Do not post pictures that may be embarrassing or could lead to unwanted attention.
- Never arrange a face-to-face meeting with a stranger from the Internet.
- Remember that there are no "take backs" online. Once information is posted it is always out there even if you delete it.
- If something or someone online does not seem legitimate then one should tell their parents or a trusted adult immediately.

11.2 Cyberbullying:

Cyberbullying is when one or more students slander, threaten, harass, humiliate, embarrass or otherwise target another student using digital technologies. Cyberbullying is not tolerated by the school district.

11.3 District Internet Filtering:

WSD utilizes an Internet filtering system that blocks and logs user Internet activity in accordance to the Children's Internet Protection Act.

12. Chromebook Do's and Don'ts Overview:

Chromebook Do's:

- The Chromebook should be used for educational purposes only.
- The Chromebook should always be in the carrying case provided by the district when not in use.
- The Chromebook should always be brought to school with a charged battery.
- The Chromebook should be used only by those individuals it is assigned.
- Students should be familiar and follow district policies relating to the computers and the Internet.
- The Chromebooks should be handled and treated with care.



Chromebook Don'ts:

- The Chromebook should not be left unattended.
- The Chromebook should not be tossed or thrown even when in padded carrying case.
- The Chromebook should not be used while eating and drinking.
- The Chromebook should not be used to carry anything other than the Chromebook.
- The Chromebook should not have anything placed on top of it.
- The Chromebook should not be defaced.
 - Do not remove district labels and asset tags from the Chromebook.
 - Do not alter the appearance of the Chromebook in any way with markers, stickers, etc...
 - Do not insert items into ports that they are not intended for.
 - Do not remove or switch keys from the keyboard.
- Student should not share any of their passwords or login information, or allow anyone access to a program, system, or database under their login.
- Student should not store inappropriate or illegal images, videos, music or games on Chromebooks.
- Student should not circumvent the district Internet filter.
- Student should not access any inappropriate sites that may contain questionable adult content.

13. Student Chromebook FAQ's:

Q: How will the Chromebooks be distributed?

A: Before having a Chromebook issued, the parents and student must sign the 1:1 eStudent Program Handbook.

Q: How long does the battery last?

A: On average, the battery operates the Chromebook for approximately 6.5 hours, but results will vary depending on use.

Q: What if a Chromebook battery runs out during the day?

A: Areas to charge the Chromebooks will be made available in the classrooms.

Q: What if a student forgets their Chromebook at home or it is under repair?

A: Each classroom will have at least one extra Chromebook or Chromebook that a student may use while in that classroom.

Q: Will students be able to access inappropriate websites when using the Chromebook outside of the district?

A: The district's Internet filter has a portable "guide" that provides the same filter restrictions whether the Chromebook is operating on the district network or outside of the district when it is connected to another Internet source. This guide is not 100% fool-proof, therefore students need to be responsible for any online activity and follow district policies and procedures.



Q: How will the Chromebooks be marked so students will know which one is theirs?

A: There will be a clear label affixed on the Chromebook with the student's name.

Q: What operating system will the Chromebooks have?

A: Chromebooks have ChromeOS.

Q: How often are the Chromebooks backed up?

A: Documents are saved to the student's WSD Google Drive on the Chromebooks by default. Students are expected to back up their documents if needed.

Q: Can students add software to their Chromebooks?

A: Due to license tracking and potential interference with network software students should NOT add software to the Chromebooks. The district has preloaded multiple resources for student use. Special, additional software may be added by the district to accommodate certain classes.

Q: What if a student loses or damages a Chromebook?

A: Damaged or lost Chromebooks will be assessed like other district-owned items that students use (such as textbooks, band equipment, uniforms). In such situations, investigations are conducted by school officials to determine if the student is at fault and if a fine will be imposed. The original Chromebook purchase price is \$271. Replacement costs for screens are \$37 and \$62 for keyboard replacements.

Q: May a parent or student opt out of having a Chromebook?

A: At this time, students cannot opt out. The Chromebook is a critical component of the daily classroom instruction. If parents have specific concerns, they may talk to their building principal.

Q: May students use their personal laptops or computing Chromebooks instead of the Chromebook?

A: Personal Chromebooks cannot access the district network or the district wireless system and are not a suitable substitute for the district Chromebooks.

Q: Will students be charged for the cost of the Chromebook if it broken, lost or stolen?

A: This depends on the situation. After investigating, students can be charged fees for purposeful destruction or carelessness with the Chromebook. The fees could be for parts such as keyboards, screens or carrying cases.

Q: Will the Chromebook be compatible with home-based Internet connections (wireless and wired)?

A: The Chromebooks will be compatible with home wireless and wired Internet connections. They also will connect to commercial and free or open Wi-Fi services that are offered at businesses, such as restaurant cafes, and the public library.

Q: Can parents use the Chromebooks to access student grades online?

A: These Chromebooks are not designed to be a family computer and are intended for the sole use of the student it is issued to for school related purposes only.

Q: Will students have access to technology support on evenings and weekends?

A: District technical support is only offered during school days and times.

WENTZVILLE SCHOOL DISTRICT

NOTICE OF NON-DISCRIMINATION

The Wentzville R-IV School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation or perceived sexual orientation, disability, or age, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Section 504/Title II Coordinator for Students
Laura Smith
1 Campus Dr.
Wentzville, MO 63385
(636) 327-3800

Title IX and Section 504/Title II Coordinator for Employment
Nathan Hoven
1 Campus Dr.
Wentzville, MO 63385
(636) 327-3800

Individuals who wish to file a complaint with OCR may contact OCR:
U.S. Department of Education, Office for Civil Rights
One Petticoat Lane, 1010 Walnut Street, Suite 320
Kansas City, Missouri 64106
Telephone: (816) 268-0550; Fax: (816)268-0599; TTY(877) 521-2172; Email:
OCR.KansasCity@ed.gov.

For further information on notice of non-discrimination, visit
<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Dr. Curtis Cain
Superintendent of Schools

Form 1310.1

Revised 6/5/2015



Wentzville R-IV School District
1:1 eStudent Program Agreement

The borrowers (student and parent/guardian named below) agree to assume full responsibility for the safety, care and maintenance of the Chromebook. In case of accident, fire, flood, loss or careless handling of the Chromebook, the borrower agrees to pay for all damages or replacement – whichever is deemed necessary by the school district. The student agrees to abide by district policies and procedures which include the District Technology Acceptable Use Policy and the 1:1 eStudent Program Handbook while using the Chromebook. The Chromebook is the property of the school district and, as such, is subject to monitoring and search of its contents at any time. There is no expectation of privacy in use or data stored on the Chromebook.

Student Name _____

School _____ Grade _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____