

Winona Area Public Schools

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Our Mission:

Expect excellence, grounded in compassion, to meet the needs of all learners.



Chromebook Handbook

Acceptable Use of Student Technology Devices

For students and parents/guardians, we offer the following information to assist with understanding the required expectations and responsibilities surrounding the care and use of WAPS student technology devices.

The use of WAPS technology resources is a privilege, not a right. Appropriate and ethical use of these resources leads to student success in the classroom and a strong educational partnership between WAPS and the home.

Students and parents/guardians are required to abide by all terms outlined in the Chromebook Handbook.

The Winona Area Public Schools expects all parents/guardians of students in grades 7-12 review the Chromebook Handbook with their student(s).

More information is available by visiting our website at:

<https://www.winonaschools.org/departments/technology/resources>

1. POLICIES

Users of WAPS technology must abide by all Board of Education policies and amendments, including but not limited to;

- ⇒ Internet & Electronic Communications Acceptable Use Policy (524)
- ⇒ Bullying Prohibition Policy (514)

These policies are provided to make all users aware of the responsibilities of acceptable and ethical use of technology resources. Violations of these policies may result in the termination of privileges, denial of access to school district technology resources as well as appropriate disciplinary action up to and including suspension/expulsion. When applicable, law enforcement agencies may be involved.



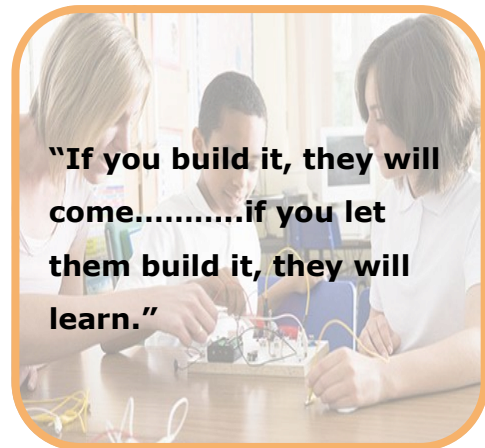
2. STUDENT RESPONSIBILITIES

- ⇒ Students will notify their instructor of any known or suspected problems they may encounter.
- ⇒ If a student receives any electronic communications that contain inappropriate or questionable content, the student must inform a school official and may be asked to print or forward a copy to school administration.
- ⇒ Avoid negligent behavior such as drops, exposure to liquids or other foreign substances, temperature extremes, left in unsecure locations, intentionally damaging or destroying the device. Do not allow anyone else to have access to the device, including family or friends.
- ⇒ Always keep the device in a locked locker or other secure location when not in use.
- ⇒ Keep all accounts and passwords secure; do not share security credentials with anyone.
- ⇒ Do not download or install any software applications of any kind for which the student does not have permission.
- ⇒ Do not attempt to remove or alter programs or alter device settings for which the student does not have permission
- ⇒ Students must charge the device each night and bring the device to school each day fully charged.

- ⇒ Do not attempt to repair the device or have the device repaired by anyone other than those sources provided by WAPS.
- ⇒ The device is WAPS property and must be surrendered upon request or withdrawal or suspension from the district.
- ⇒ Students must not share any personal information about others or themselves unless approved by the instructors and/or the parent/guardian.
- ⇒ Students will not attempt to remove any labels or other identifiable information from the device.
- ⇒ Under no circumstances, should the Impact Shield be removed. It may only be removed by WAPS technology support staff.
- ⇒ If the Impact Shield is removed, all repair costs will be incurred by the student.
- ⇒ No materials are to be placed in locations that block the ports or vents of the Chromebook.
- ⇒ Students may not personalize the Impact Shield by placing stickers or other materials on or under the Impact Shield.
- ⇒ If the Impact Shield has been removed, repair/replacement costs will be incurred by the student.
- ⇒ If the Impact Shield has been lost or damaged, the student will be charged a replacement fee.

3. PARENT RESPONSIBILITIES

- ⇒ Student success is dependent on a strong partnership between WAPS and the home.
- ⇒ Parents/guardians will supervise the child's use of the Internet and electronic communications at home.
- ⇒ Prior to receiving the device, parents and guardians of students in grades 7-12 are expected to review this Handbook with their student(s).
- ⇒ Do not attempt to repair the device or have it repaired by anyone other than those resources provided by WAPS.
- ⇒ It is strongly recommended that parents/guardians discuss their expectations regarding the use of the Internet and electronic communications at home.
- ⇒ Do not download or install any software or applications of any kind for which the student does not have permission.
- ⇒ Do not attempt to remove or alter programs or alter device settings for which the student does not have permission
- ⇒ Understand that the student is required to charge their device each night and bring the device to school each day fully charged
- ⇒ The device is WAPS property. It must be surrendered to WAPS upon request, including but not limited to withdrawal or expulsion from school.



4. RECEIVING THE DEVICE & CHECK-IN

- ⇒ Student technology devices will be returned/distributed based on a schedule communicated by the school to the students and parents/guardians.
- ⇒ Students who will be in grades 8-12 are permitted to keep their Chromebook computer over the summer break. This is not mandatory and parents will be given the choice of keeping the computer or having the student check it in. All of the same expectations for care and use of the device remain in effect during the summer break. It is the student's responsibility to keep the device safe and protected from damage or theft as outlined in this Handbook.
- ⇒ All devices will be examined for any damages or serviceability issues.
- ⇒ If a student withdraws or is suspended from WAPS during the school year, the device must be returned no later than one day prior to the last day of attendance.
- ⇒ Students are expected to return the device in a clean condition; free from any foreign materials.
- ⇒ If a student fails to return the device as requested within 15 days, a fee for the replacement cost of the device will be assessed to the parent/guardian. The device will be remotely locked.
- ⇒ The student is responsible for any negligent damage to the device. This includes, but not limited to, damages from liquid spills, exposure to temperature extremes, non-secure storage of the device, defacing the device and lost or stolen devices.
- ⇒ Fines will be communicated to the student and parent/guardian. The dollar value of the damage will be determined by WAPS and will not exceed the replacement value of the device.

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5. USING THE DEVICE AT SCHOOL

- ⇒ Devices are used at school each day. Students are responsible to bring the device to all classes unless instructed not to do so by the teacher.
- ⇒ It is the discretion of the classroom instructor to determine when the device can be used in the classroom.
- ⇒ Students that do not bring their device to school will be referred to the school office. The student may be issued a loaner device only for the remainder of that school day if available. Repeated violations may result in the loss of privileges and/or disciplinary actions.
- ⇒ Device loans may be issued to students when their device is being repaired by the school. Loaner devices are dependent on need and availability.
- ⇒ Presence of images containing guns, weapons, pornographic or explicit images, inappropriate language, alcohol, drugs, tobacco, gang related symbols or any other images deemed as inappropriate will result in loss of privileges and/or disciplinary actions.
- ⇒ Sound must be muted at all times unless permitted by the teacher for instructional purposes.
- ⇒ The use of online games or apps is not allowed unless approved for use by the teacher or school of-



6. USING THE DEVICE AT HOME

- ⇒ As required by law, all devices are subject to Internet content filtering while connected at school . There is also filtering in place when using the device at home. However, no Internet filter is 100% fail-safe.
- ⇒ It is the responsibility of the parents/guardians to supervise use of the device at home to ensure student online safety and appropriate use and care of the device.
- ⇒ Parents are encouraged to be actively involved with the use of the student device at home. Establish household rules for appropriate use of the device within the times that best fit your household schedule.
- ⇒ Put the device to bed, but not in the bedroom. It is suggested to park all technology devices in a common room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your teen to sleep with the device or their cell phone.
- ⇒ It is the student's responsibility to charge the device at home and ensure it is ready for use in school each day.
- ⇒ Devices can be connected to home wireless Internet service.
- ⇒ Parents requesting to have their child use a Chromebook only in school must contact their school office to make arrangements for the device to be checked in and out each school day.

"Every student can learn. Just not on the same day or in the same way....."

George Evans



studentlife

7. DEVICE PROTECTION PLAN

While normal wear and tear is anticipated as part of owning a device, negligent or repeated damage, loss or theft is the responsibility of the student and his/her family. The devices are covered by a manufacturer's warranty that covers defects, as well as limited manufacturer defined accidental damages.

Through an optional Device Protection Plan (Plan), the Winona Area Public Schools (WAPS) will offer limited protection against damages, loss or theft of the device. **Participation is optional.**

Students in **grades 7-12** are permitted to use the Chromebook both at home and at school. Parents of students in these grades are required to indicate their choice to participate in the optional Plan. The participation form is included as part of the online student information update process completed annually by WAPS parents.

The Device Protection Plan provides annual 12-month coverage from September 1– Aug 31.

Repair Incidents	Cost for those <u>with</u> Device Protection Plan	Cost for those <u>without</u> Device Protection Plan
Annual Premium	\$30/year or \$90/family	0\$
Damage: 1st Incident	No charge	Full repair/replacement cost
Damage: 2nd Incident	\$30 maximum	Full repair/replacement cost
Damage: 3rd Incident	\$60 maximum	Full repair/replacement cost
Damage: 4+ Incidents	Full repair/replacement cost	Full repair/replacement cost
Damage: Intentional or negligent damage, defacing or destruction.	Full repair/replacement cost	Full repair/replacement cost
Lost/Damaged Power Cord or Protective Case	Full replacement cost	Full replacement cost
Lost/Non-returned/Irreparable Damage (Intentional or Negligence)	\$150 maximum	\$200 maximum

Students with damaged devices will be allowed to use a loaner device both at school and home. The same responsibilities, expectations and fees as outlined in the Chromebook Handbook also exist for the loaner device. The loaner device must be returned in good working condition prior to receiving the repaired device.

Students with lost/stolen devices will be required to check in/out a loaner device each day and will not be permitted off-campus use of a device until such time the device is recovered in good working condition or the assessed fee is paid in full.

Any lost accessories (such as a power cord or protective case) must be paid for in advance of receiving a replacement.

School administration may request a conference with the student and/or parent at any time to discuss repeated device damages or other device usage concerns.

Winona Area Public Schools

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Visit our website at:

<http://www.winonaschools.org/district/departments/technology/resources>