

**Buffalo High School
Chromebook Usage and Guidelines
2020-2021**



Dear Parents,

BHS is proud to provide each student with their Chromebook for the 2020-2021 school year. Our focus of the 1 to 1 Chromebook program is to provide equipment and resources that meet the needs of today's students. By each student having a Chromebook, this will allow him or her more access to digital education resources over and above those offered during the school day. It will individualize learning, prompt creativity and innovation, enhance communication and collaboration beyond the limits of our community, and ensure that our students have the tools needed to prepare for post-secondary readiness.

However, the one to one program does come with a price. Students must assume responsibility for the use and care of their Chromebook. This Chromebook Usage and Guidelines packet outlines the responsibilities and possible costs to each student and parent. I encourage you to read the handbook with your child before signing. All students are required to have a Chromebook as part of the 2020-2021 educational process. If you have any questions, please feel free to contact the High School at (903) 322-2473.

Sincerely,

John R. Clements, M.Ed

Principal

General Information

Chromebook check-in and check-out

The students are issued a Chromebook for classroom use this year. Parents and students must sign and return the Chromebook Agreement before the Chromebook will be issued. Upon return to school the next year, the student will receive the same Chromebook that was issued the previous year. If a student withdraws from Buffalo ISD, the Chromebook and charger will be returned at the time of withdrawal.

REPAIR/USAGE

Chromebooks that are broken or fail to work properly must be taken to the library. Any repairs that are not due to misuse or damage will be covered without cost. If the Chromebook must be sent off for repair, a temporary replacement will be provided for the interim.

Students are responsible for the welfare of their issued Chromebook. Students will be responsible for all repair or replacement costs that occur while the Chromebook is issued to the student.

LOSS OR THEFT

Students (or parents) must contact the Principal if there is loss or theft of the Chromebook that has been issued. A theft report (by BISD Law Enforcement or Buffalo PD) is required by the district 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.

CHROMEBOOK USE

- Use caution when eating or drinking near your Chromebook.
- Cords, cables, and removable storage devices must be inserted and removed **carefully** to prevent damage.
- Students should never carry their Chromebook while the screen is open, or while the cord is attached
- 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.
- Do not close the Chromebook with anything inside it (pencil, etc.). This can cause screen damage.
- Chromebooks that are stored in the student's locker must be locked and secured at all times.
- Students need to take their Chromebooks home with them every night to charge them.

- Chromebooks should not be left unattended (particularly in the cafeteria), in unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds.
- Do not expose the Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage. (Do not leave it in your vehicle.)
- The Chromebook may not be personalized. Personalizing the Chromebook in any way will result in disciplinary action.

CHARGING YOUR BATTERY

- Average battery life is 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the BHS Library.
- Chromebooks should be shut down or put to sleep (close the screen) when not in use to extend battery life.
- 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 result in disciplinary action.

SCREEN CARE

- Do not lean on top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a screen cleaner. (Library has cleaning solution available.)
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

SCHOOL USE

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 Chromebook to all classes.

CHROMEBOOK MANAGEMENT

Only the BISD student who is assigned to the Chromebook is allowed to log into that Chromebook. The domain "gcloud.BISD.org manages BISD Chromebooks" manages the operating system on all Chromebook. Any attempt to remove the managing software will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

MEDIA, SOUND, AND GAMES

All photos (including desktop background) and videos must meet District Acceptable Use Guidelines. Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges. Music and games

must meet the Acceptable Use Guidelines. Use of media, sound, and games must be by classroom procedures.

HOME INTERNET ACCESS

Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access the resources needed to complete school work/homework. 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 Acceptable Use Agreement and subject to disciplinary action. All Chromebooks will have offline extensions to allow students to access school work if the internet is unavailable.

SAVING TO THE CHROMEBOOK

Student work will be saved in the student's Google Drive (gcloud.BISD.org). Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook. Files that are saved locally on the Chromebook (downloaded PDF's, for example) are only available on that Chromebook.

NETWORK CONNECTIVITY

Buffalo ISD makes no guarantee that the BISD network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data. Students will not be penalized if the network is down and completed assignment cannot be accessed for class projects, presentations, etc. 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.

APPS AND EXTENSIONS

Buffalo ISD manages the apps and extensions that are available on the Chromebook. Apps and extensions installed by the district are not to be removed by the student. Any app or extension that violates the Acceptable Use Guidelines or that is deemed inappropriate for use in school is not to be installed on the Chromebook.

INSPECTION

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

CHROMEBOOK OPERATING SYSTEM UPDATES

The Chromebook will update automatically every time the device is connected to the Internet. If a Chromebook does not appear to be managed by gcloud.BISD.org, running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at BHS Library.

Buffalo High School
Student Chromebook Guidelines, and Signature Page
2020 - 2021

STUDENT CHROMEBOOK AGREEMENT

- I will take care of my Chromebook.
- I will never leave my Chromebook unattended.
- I will never loan out my Chromebook to others.
- I will charge my Chromebook battery daily.
- I will be responsible for any damages caused by food or drink to my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I understand that my Chromebook is for educational use only.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Buffalo ISD.
- I will file a police report in case of theft or vandalism with Buffalo ISD PD or District PD.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook and power cords in good working condition at required check-ins (i.e., withdrawal from school or summer).
- I understand that my use of the Chromebook is subject to all applicable district policies and regulations, the Student Handbook, and Student Code of Conduct.
- I understand that the device is assigned specifically to me and I will not let other students use or borrow my device.
- I understand to not place books or other items on top of the device. I understand to never leave my Chromebook unattended.
- I understand to shut down the device completely before charging the device for the next day. Charge your Chromebook at the end of every school day; do not plug in the device to charge between classes or during class without teacher permission.
- I understand not to personalize these devices in any way; which includes decals, screensavers, and downloading any software, applications or shortcuts that have not been explicitly allowed by the teacher (devices periodically checked for illicit downloads). "Skins" or other personalization must be specifically designed for devices, must be easily removable, and must be approved by the school administration.
- I understand to follow the teacher's instructions about labeling documents before sharing or printing.
- I understand if something is wrong with the device to report to my teacher immediately and the BHS library.
- I understand that any damage to the Chromebook could result in repair charges and may result in a replacement cost of \$217.00.
- I have read the Acceptable Use Guidelines and understand that any violations of this policy will result in disciplinary action and suspension.

Chromebook Inspection: Please note any damage before taking full possession for any damage.

The student was able to log on to the Chromebook.

Librarian or designee signature: _____ Date: _____

I have read the Chromebook guidelines and I understand that I am fully responsible for all damage to my Chromebook while in my possession. I have inspected the Chromebook and successfully logged on.

Print Student Name _____ Student ID # _____

Student Signature _____ Date _____

Buffalo High School
Parents Chromebook Guidelines, and Signature Page
2020-2021

PARENT/GUARDIAN RESPONSIBILITIES

Parents, please talk to your children about the importance of avoiding any websites, extensions, videos, pictures, or programs that would cause them to lose their Chromebook privileges. Remind them that nothing online is ever truly erased. Any social media post can be found, published, and passed on. Colleges and employers are beginning to check the social media accounts of prospective students and employees as a routine part of their screening process. As a parent, we encourage you to 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.

PARENT / STUDENT CHROMEBOOK AGREEMENT

- I will take care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will never loan out my Chromebook to others.
- I will charge my Chromebook battery daily.
- I will be responsible for any damages caused by food or drink to my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I understand that my Chromebook is for educational use only.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Buffalo ISD.
- I will file a police report in case of theft or vandalism with Buffalo ISD PD or District PD.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook, power cord, and case in good working condition at required check-ins (i.e., withdrawal from school or summer).
- I understand that my use of the Chromebook is subject to all applicable district policies and regulations, the Student Handbook, and Student Code of Conduct.
- I understand that the device is assigned specifically to me and I will not let other students use or borrow my device.
- I understand not to place books or other items on top of the device. I understand that I should never leave my Chromebook unattended.
- I understand to shut down the device completely before charging it for the next day. Chromebooks should be charged at the end of every school day; do not plug in the device to charge between classes or during class without teacher permission.
- I understand not to personalize these devices in any way; which includes decals, screensavers, and downloading any software, applications or shortcuts that have not been explicitly allowed by the teacher (devices periodically checked for illicit downloads). "Skins" or other personalization's must be specifically designed for devices, must be easily removable, and must be approved by the school administration.

- I understand to follow the teacher’s instructions about labeling documents before sharing or printing.
- I understand if something is wrong with the device to report to my teacher and the BHS library immediately.
- I understand that any damage to the Chromebook could result in repair charges and may result in a replacement cost of \$217.00.
- I have read the Acceptable Use Guidelines and understand that any violations of this policy will result in disciplinary action, including possible suspension.

I have read the Chromebook guidelines and I understand that I am fully responsible for all damage to my child's Chromebook while in their possession. I understand that I have the option of purchasing insurance for my child’s Chromebook.

Student Name _____

Print Parent/Guardian Name _____

Parent/Guardian
Date _____

Signature _____