

Students Name: \_\_\_\_\_  
Device Type / # \_\_\_\_\_



# Wahkiakum School District Technology Agreement

## **Procedures and information for Students and Parents**

The mission of the technology program in the Wahkiakum School District is to create a collaborative learning environment for all students, providing them the tools necessary to inquire and explore their world. This computing initiative will enable and support students and teachers as they implement transformative uses of technology while enhancing student engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers, problem solvers and owners of knowledge. Wahkiakum School District strives to prepare students for an ever-changing world and is committed to supporting them as they prepare for post-secondary success. Along with the use of technology comes responsibility for both students and parents. To ensure the privacy and safety of our students, it is important for both parents and students to become familiar with the procedures below. The procedures and information contained in this Technology Agreement apply to Chromebooks and all other technology services/devices used by students with Wahkiakum School District. As a district, we are committed to creating an environment that promotes ethical and responsible conduct.

## **Receiving Your Chromebook**

Students will check out their Chromebooks at the beginning of the school year. Once they have a parent signed Technology Agreement their Chromebook will be assigned. This will happen during the first week of school.

## **Returning your Chromebook**

At the end of the school year or at the time of a transfer, students will return their Chromebook along with charger to the school and complete the Inspection Checklist checkout. Failure to turn in a Chromebook will result in the student being charged the full \$400.00 replacement cost. The District may also file a report of stolen property with the local law enforcement agency if the Chromebook and charger are not returned.

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## Taking Care of District Electronic Assets (All Students)

Students are responsible for the general care of the district technology they are utilizing.

- Students should never leave portable assets (Chromebooks, Laptops, etc.) unsecured.
  - No food or drink should be next to Chromebooks, PCs or Laptops.
  - Cords, cables, and removable storage devices must be inserted carefully into Chromebooks, PCs and Laptops.
  - Chromebooks and laptops should not be used with the power cord plugged in when the cord may be a tripping hazard.
  - Chromebooks and Laptops should always be carried and stored with the screen closed.
  - Screen Care – The Chromebook can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are also particularly sensitive to damage from excessive pressure.
  - Make sure there is nothing on the keyboard such as pens, pencils, papers, etc. before closing the lid.
  - Only clean the screen with a soft, dry, microfiber or anti-static cloth.
  - All Chromebooks will be labeled with a barcode and asset tag. Students may be charged up to the full cost of a Chromebook for tampering with a barcode or asset tag.
  - Chromebooks that are broken or fail to work properly must be taken to Haannah at the High School or Stacey at the ES/MS office as soon as possible to be repaired.
- District-owned Technology should never be taken to an outside computer service for any type of repairs or maintenance.**

## Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to every class every day, unless specifically advised not to do so by their teacher.

- Chromebooks must be brought to school each day with a full charge.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- 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 headphones.
- **Cloud Print is depreciated, see following:**  
<https://support.google.com/chromebook/answer/7225252?hl=en>

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## **Logging into a Chromebook (All Students)**

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only WSD students and staff can log into school Chromebooks.
- Students should never share their account passwords with others, unless requested by an administrator. You will be held responsible for your account's activities. Managing and Saving Your Digital Work with a Chromebook (All Students)
- The majority of student work will be stored in the Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

## **Using your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet. Students are bound by the Wahkiakum School District's Use of Technology Agreement, Administrative Procedures, and all other guidelines in this document wherever they use a Chromebook.

## **Operating Systems and Security (All Students)**

*Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.* The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection – Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

**Content Filter/Firewalls (All WSD Students/Staff)** The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All District provided Internet technology assets, regardless of physical location (in or out of school), will have all the Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally

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valuable site is blocked, students should contact their Teachers or the Principal to request the site be unblocked.

Any attempts to circumvent content filtering, firewalls or other electronic security will be met with disciplinary action, up to and including revocation of physical access to district technology assets.

### **Software (All Students)**

- Google Apps for Education – Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.
- Chrome Web Apps and Extensions - Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Students are responsible for all the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action. Some web apps will be available to use when the Chromebook is not connected to the internet.
- Students are not allowed to install/attempt to install software or modify administrative settings on WSD Windows PCs/Laptops Chromebook Identification (All Students)
- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and barcode. Removing or defacing these markings on the Chromebook will result in disciplinary action. If they are coming loose on their own, report it to the Cybrarian immediately.

### **Repairing/Replacing Your Chromebook**

- If your Chromebook is not working, notify your teacher and take it to the Cybrarian.
- All repair work must be reported to/completed by the Cybrarian.
- Repair costs vary widely based on availability and the part damaged.

## **Wahkiakum School District Digital Citizenship Agreement**

Wahkiakum School District believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

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## **Respect and Protect Yourself**

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
  
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them.
- I will be aware of whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always log off before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my teacher, librarian, or other adult at school.

## **Respect and Protect Others**

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian or other adult at school.

## **Respect and Protect the Learning Environment**

- I will limit my web browsing at school to school research or personal research similar to that which I would do in class.
- I will not visit inappropriate websites. If an inappropriate page, image, or search result comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only send and receive school related email.

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## Honor Intellectual Property

I will not plagiarize and I will cite all use of websites, images, books and other media.

## No Expectation of Privacy (All Students)

**Students have no expectation of confidentiality or privacy with respect to any usage of WSD Technology Assets, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of district technology (Including Chromebooks) at any time for any reason related to the operation of the District. By using District Technology, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology staff may use monitoring software that allows them to view the screens and activity on student District Technology. INITIALS: \_\_\_\_\_**

I have read and discussed the Wahkiakum School District Technology Agreement Digital with my student. I understand that failure to follow the information and expectations outlined in these documents may result in loss of device access and/or disciplinary action.

Student Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Device Type / # \_\_\_\_\_