Klein ISD
Student Chromebook Handbook

August 2019

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Handbook Overview

This handbook is intended to provide essential information about the use of student Chromebooks issued by Klein ISD. The one-to-one student and teacher program provides exciting learning opportunities that incorporate the use of technology in the classroom and at home.

Please read the following important guidelines in this handbook. It is important that parents/guardians and students understand and abide by the policies and procedures set forth in this handbook.

The following conditions are a summary of some of the most important concepts outlined in this handbook:

- Klein ISD issues Chromebooks to students for educational use only.
- The Chromebook comes with a built-in camera that should only be used for educational endeavors as instructed by a teacher. See page 11 for details.
- Accidental Loss/Damage Protection is recommended and can be purchased for $35 per year. ***Accidental Loss/Damage Protection does not cover Chromebook damage that is either intentional or the result of gross negligence or loss/damage to any peripheral items***. See page 6 for details.
- An annual $200 Chromebook Security Deposit is required for each student whose parent or guardian chooses not to purchase the Accidental Loss/Damage Protection. The Chromebook Security Deposit is refundable at the end of the school year. See page 7 for details.
- The fees associated with damaging or losing the Chromebook and/or peripheral items are listed on page 8.
- Klein ISD Chromebooks and peripheral items not returned when students leave for the summer or transfer/withdraw from a campus may be considered stolen. Theft charges may be filed. See pages 2 and 3 for details.
- Internet content is monitored and filtered on all Klein ISD computers. This includes use at school and off campus. See page 12 for details.
- Certain activities are monitored and filtered when students are logged in to a Klein ISD G Suite for Education (GSFE) account, even when logged in on personal devices. Students should log out of the Klein ISD GSFE account when it is no longer in use to avoid unintentional monitoring and filtering of activities on the personal device. See page 12 for details.
- Parents/guardians are ultimately responsible for all activities involving the Chromebook and peripheral items while the student is off campus. See pages 5 and 6 for details.
- If a Chromebook or peripheral item needs to be repaired or is lost, the student must report the need for repair or replacement to the campus repair center as soon as possible. The student's report must be filed and the required paperwork completed at the campus repair center within 5 school days from the time of breakage or loss. See pages 8 and 9 for details.
- This handbook should be read carefully by students and parents/guardians. The agreement form included in this Chromebook Handbook is a copy of what you and your student must sign prior to the student receiving the Chromebook and peripheral items. See page 18 for details.

Terms of Klein ISD Chromebook Use

Acceptable Use: All students must comply at all times with the Klein ISD Student Guidelines for Acceptable Use of Technology found in the Appendix of this Chromebook Handbook and in the KISD Student Handbook, along with the other guidelines outlined in this Chromebook Handbook and Klein ISD Board Policy. Failure to comply may result in disciplinary action and could also result in suspension or termination of access to the Chromebook and other District technology resources effective immediately.

Liability: If the Chromebook or a peripheral item is accidentally damaged, lost, or stolen, the parent/guardian may be responsible for the cost of repair or the replacement value on the date of loss. **Parents may purchase the optional Accidental Loss/Damage Protection to cover up to three (3) incidents of loss/damage to the Chromebook, subject to certain limitations, as outlined in this handbook. Accidental Loss/Damage Protection does not cover any loss/damage to peripheral items.**

In the case of theft, the parent/guardian or the student must immediately file a report with the appropriate authorities and notify the repair center. If the Chromebook is lost or damaged due to an intentional act (or failure to act) or gross negligence (including transporting the Chromebook outside the case), the parent/guardian will be responsible for the cost of repair or replacement, even if the parent has purchased Accidental Loss/Damage Protection. Chromebooks and peripheral items not returned at the end of the school year or when a student transfers/withdraws from a campus may be considered stolen. The District may involve legal authorities in recovering District property and theft charges may be filed.

Repossession: If the student and/or parent/guardian does not timely and fully comply with all terms of this handbook and the attached agreement form, Klein ISD reserves the right to come to you to pick up Klein ISD property at any time.

Scheduled Evaluations: Chromebooks and peripheral items may be evaluated each six weeks and also randomly checked to verify the condition and compliance with district policy.

Klein ISD Chromebook Guidelines

- Only Klein ISD Chromebooks may be connected to the Athena network. Students may not bring in or set up their own network. Personal device(s) (i.e. smart phone, iPad, Kindle, etc.) *may only* be connected to the Klein-Visitor network; however, Klein ISD Chromebooks *may not* be connected to the Klein-Visitor network.
- **Students have no expectation of privacy in any content, material, or other information stored on, accessed or transmitted from, or used with the Chromebook, whether at school or at home. The Chromebook belongs to Klein ISD, and appropriate district and school officials may monitor a computer or access its contents at any time, for any reason, without notice.**
- If technical issues arise, students must notify a teacher or the campus repair center immediately.
- Each Chromebook is identified by a specific number and assigned to an individual student. To ensure that a student always has his or her assigned Chromebook, students should not remove the identification tag on the Chromebook and should not switch it from case to case.
- All students must use a Klein ISD case with an identification tag. The identification tag must remain on the case at all times. If the identification tag is lost, the student must immediately notify the campus repair center to obtain a replacement.
- Chromebooks shall not be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the commons, the cafeteria, locker rooms, the library, unlocked classrooms, hallways, and any place outside of school that is not the student's home (e.g., in a vehicle). Any computer left in these areas will be collected by staff and taken to the campus repair center. Disciplinary action may be taken for leaving a Chromebook in unsupervised areas.
- Files may not be deleted by anyone other than the original creator/owner of the file. Deletion of certain files can affect the performance of the Chromebook and can interfere with the student's ability to complete class work, which may affect the student's grades.
- Only the campus repair center shall provide service to a Klein ISD Chromebook. No outside computer services shall be used for any type of repairs or maintenance.

- District installed settings shall not be deleted or altered including resetting the Chromebook to factory default or placing the Chromebook in developer mode. Adjusting the settings on any Chromebook, yours or someone else's may result in disciplinary action.
- All use of the Internet must comply with district guidelines, policies, and applicable law. Log files are maintained on each Chromebook with a detailed history of all Internet sites accessed and are subject to review by the district, regardless of whether the sites are accessed by the authorized student user or another person.
- All Chromebook files are subject to review by the District. Disciplinary action may be taken for violations of district guidelines and the district may report violations of law to appropriate law enforcement authorities.
- Parents/guardians and students should be aware that certain activities are monitored and filtered when students are logged in to a Klein ISD G Suite for Education (GSFE) account, regardless of the device used to log in. If a student logs in to his or her Klein ISD GSFE account on a non-KISD device (e.g., a personal computer at home, cell phone, etc.), he or she must log out of the GSFE account when it is no longer in use. Failure to do so could result in unintentional monitoring and filtering of activities on the non-KISD device for non-school purposes by the student or other individuals.

Student Responsibilities

As the primary users, students have specific responsibilities when using their Klein ISD-issued Chromebooks:

- At all times, students are responsible for their assigned Chromebook and peripheral items, whether at school or at home.
- Students are responsible for bringing their Chromebook fully charged to school every day. Chromebooks should not be charged while they are inside of their case.
- Students must use only their assigned log in credentials and accounts.
- Chromebooks must be transported in the Klein ISD-provided case at all times. This means that students must place their Chromebook in its case when traveling between classes and when traveling to and from school. Students must also place the case inside their backpacks for travel to and from school. **Damages occurring when a Chromebook is transported outside the Klein ISD case will be considered an act of gross negligence and will not be covered by Accidental Loss/Damage Protection.**
- Students should not loan their Chromebook or peripheral items to another student for any reason.

- Students may not play games, load or download any software, music pictures, etc. on the Chromebook unless instructed by a teacher to do so.
- When a Chromebook or peripheral item is damaged, lost, or stolen, the student must immediately notify the campus repair center and submit the required paperwork no later than 5 school days after the discovery of the issue or incident.
- Do not hack or reset your Chromebook.
- Do not download unauthorized extensions or other unauthorized software or play games.
- If a student adds any unauthorized items to the Chromebook, the student will be required to return the Chromebook. The student must pay $15.00 to reset the Chromebook, or the district may place certain restrictions on the student's use of or access to district technology resources.
- Students shall use the Chromebook's camera responsibly and with good judgment, as required under District policies and the Student Handbook.
- Use your cloud storage (Google Drive) responsibly.
- If you must leave your Chromebook unattended, make sure it is in a secured location (i.e. locked classroom or locker).
- Do not place decorations (stickers, markings, writing, etc.) on the Chromebook or a Klein ISD-issued case.
- Do not use any inappropriate images or media as a screensaver or background.
- Do not log into your personal Google account on the Chromebook or use someone else's login on the Chromebook or any other device.
- Do not add a credit card or set up Google Wallet to make any purchase, such as music or unapproved apps/extensions.

Parent Responsibilities

- Parents/guardians are responsible for monitoring their student's use of the Chromebook and peripheral items while at home and away from campus at all times.
- Parents/guardians must review with their student the Student Guidelines for Acceptable Use of Technology found in pages 19-22 of this Chromebook Handbook and in the KISD Student Handbook, as well as Klein ISD Board Policy CQ, available at: https://pol.tasb.org/Policy/Code/595?filter=CQ.
- Parents/guardians are responsible for monitoring their student's activities on the Internet on a regular basis.
- Parents/guardians should regularly inspect their student's device and peripheral items and encourage them to report items that need to be fixed.

- Parents/guardians should ensure that their student returns the Chromebook and all peripheral items at the end of the school year or when their student withdraws from a Klein ISD campus.

Cases

All students must use a Klein ISD-provided case with the Chromebook. Klein ISD-provided cases are designed especially for use with each individual Chromebook model, and Klein ISD may confiscate a student's Chromebook and/or take disciplinary action, as appropriate, if the student is not using a Klein ISD-provided case for the student's Chromebook.

Chromebooks must be transported in the Klein ISD-provided case at all times. This means that students must place their Chromebook in its case when traveling between classes and when traveling to and from school. Students must also place the case inside their backpacks for travel to and from school. **Damages occurring when a Chromebook is transported outside the Klein ISD-provided case will be considered an act of gross negligence and will not be covered by Accidental Loss/Damage Protection.**

Students will be issued a Klein ISD case. Klein ISD-issued cases must be returned upon the student's transfer, withdrawal, or promotion/graduation from a campus. Klein ISD-issued cases may not be decorated or altered in any way and must be kept in Acceptable Condition (as defined in the 1:1 Program Definitions section, below). Cases returned with excessive spills, stains, or excessive wear and tear will not be considered to be in Acceptable Condition.

Repair Costs

All Chromebooks and peripheral items are issued in good working order. Students are expected to keep the Chromebook and all peripheral items in good condition. Failure to do so may result in out-of-pocket costs summarized in the tables on page 8, disciplinary action, and suspension or termination of access to the Chromebook and other District technology resources. Klein ISD reserves the right to monitor incidents of loss/damage to the Chromebook or peripheral items during the school year and take appropriate action in response to excessive or repeated incidents of loss/damage. All monies owed must be paid in full before a Chromebook or any peripheral items will be issued. The District reserves the right to withhold instructional materials, other technological equipment, and a student's records until all Chromebook and/or peripheral item monies owed are paid in full.

Accidental Loss/Damage Protection (ALDP)

(Recommended, but not required; Non-refundable)

This coverage may be purchased through the school for $35.00 *(non-refundable)* per year by the parent/guardian. This coverage is payable prior to the distribution of the Chromebook, or in special cases, alternative payment arrangements may be made with the campus principal or the cost of ALDP may be waived or reduced for certain eligible students. ALDP covers up to three (3) incidents of accidental loss and/or damage to the Chromebook per year. The following are not covered by Accidental Loss/Damage Protection and will result in repair or replacement costs being charged to the student as set forth in the sections below:

1. Chromebook loss or damage that is either intentional or the result of gross negligence (including transporting the Chromebook outside the Klein ISD-provided case);
2. Loss or damage to the Chromebook that occurs after three (3) incidents of accidental loss or damage per year; and
3. Any loss or damage to peripheral items (power adapter, case, internal batteries, and other components or accessories used with the Chromebook).

Chromebook Security Deposit

(Required for all, unless the Accidental Loss/Damage Protection is purchased; Refundable) An annual $200 Chromebook Security Deposit is required for all students whose parent or guardian chooses not to purchase the Accidental Loss/Damage Protection. The $200 Chromebook Security Deposit is *fully refundable* at the end of the school year (or when a student withdraws from school) *after the Chromebook and all peripheral items are returned to Klein ISD in Acceptable Condition*. It may take up to 15 district business days for the refund to be processed. If the Chromebook and all peripheral items are not returned to Klein ISD in Acceptable Condition, the $200 Chromebook Security Deposit will be applied to all outstanding charges for repair or replacement of the Chromebook and/or peripheral items. Any remaining portion of the Chromebook Security Deposit will be refunded. In the event charges exceed $200, the parent/guardian will be responsible for the entire repair or replacement charge in excess of the Chromebook Security Deposit. The full amount of the $200 Chromebook Security Deposit is due before students are issued their Chromebooks and peripheral items. **The required $200 Chromebook Security Deposit is waived if a parent/guardian opts to purchase the $35.00 non-refundable Accidental Loss/Damage Protection. In special cases, the $200 Chromebook Security Deposit may also be waived or reduced for certain eligible students in accordance with Klein ISD Board Policy FP (Local).**

The table below represents estimated charges for each occurrence of loss and certain types of damage. They are not all-inclusive and are subject to change.

Item	Cost*
Display (Monitor)	$225.00-$250.00
Keyboard	$30.00-$40.00
Entire Chromebook	$325.00-$400.00

*cost of each item varies with specific Chromebook models

Items Not Covered by ALDP

The following peripheral items are considered incidental and are not covered by the Accidental Loss/Damage Protection. If any peripheral items are damaged, lost, or stolen, the parent/guardian will be charged the full repair or replacement cost of the peripheral item(s). If a student has paid the Chromebook Security Deposit, the cost to repair or replace the peripheral item(s) will be charged against the student's deposit.

Item	Cost
Power Adapter	$32.00
Battery (Internal)	$80.00
Case	$26.50

Reporting Damage/Loss/Theft

Students will have 5 school days after an incident, or discovery of an incident, to report any damage, loss, or theft to the campus repair center through the Work Order System. Students will be required to answer a series of questions to help gather more information about what happened and/or what is wrong with their Chromebook or peripheral item and provide a case number, if applicable. If the device was damaged/destroyed in an incident off campus, the student will need to provide a case number from the appropriate authorities (for example, if the device is damaged/destroyed in a fire, the fire department case number should be provided). After the student has turned in a Work Order Request, the student should back up any items on the Chromebook, if possible, and bring the Chromebook and/or peripheral item to the campus repair center.

Upon receipt of a damaged Chromebook or peripheral item, Klein ISD will evaluate the internal and external condition and functionality of the device and determine what repairs are necessary. With the sole exception of damage to a Chromebook that is within the coverage provided under ALDP, Klein ISD will charge the student for any parts needed to repair the Chromebook or peripheral

item at the manufacturer's cost, which is subject to change by the manufacturer at any time.

If a student thinks that their Chromebook or peripheral item is lost or stolen on campus, they need to go to the campus repair center and fill out a "Missing Device Report" within 5 school days. If a student thinks that their Chromebook or peripheral item is lost or stolen off campus, they need to immediately file a report with the appropriate authorities and then go to the campus repair center and fill out a "Missing Device Report" (including a case number from the appropriate authorities) within 5 school days.

If a student knows that their Chromebook or peripheral item has been damaged, lost, or stolen and already has a case number from the appropriate authorities, they need to go to the campus repair center and fill out a "Missing Device Report" within 5 school days.

The District may issue a replacement Chromebook or peripheral item to the student, if available.

Failure to timely and properly report damage, loss, or theft (including, when applicable, filing a report with the appropriate authorities and providing a case number to Klein ISD) impairs Klein ISD's ability to take appropriate responsive action and seek available remedies for lost, stolen, or damaged/destroyed devices. Such failure may be considered gross negligence, which will void any applicable ALDP coverage for the Chromebook for that incident. (Please note that there is no coverage for peripheral items under ALDP, even if damage, loss, or theft is reported within the required 5 school day period.)

Care of the Chromebook and Peripheral Items

Students are responsible for the general care of their Chromebook and all peripheral items. Chromebooks and/or peripheral items that are broken or fail to work properly must be taken to the campus repair center within 5 school days. Please follow these precautions:

- Do not place food and/or liquids near the Chromebook or any peripheral item.
- Do not stack any objects on top of the Chromebook.
- Never attempt to repair or reconfigure the Chromebook or any peripheral items.

- Do not write, draw, stick, or adhere anything to the Chromebook or any peripheral item.
- Do not decorate the Chromebook or any peripheral item using markers, personalized stickers, etc.
- Keep the Chromebook and other electronic storage media away from electromagnetic fields, such as stereo speakers, that can erase or corrupt your data.
- Do not expose the Chromebook or any peripheral item to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the Chromebook or peripheral items in any vehicle.
- Do not obstruct the Chromebook's vents, and do not place the Chromebook on surfaces such as paper or carpet while it is turned on or charging.
- Chromebooks are not to be used on Klein ISD buses.
- When walking from class to class, the Chromebook must be properly closed and stored in the Klein ISD-provided case.
- Do not charge the Chromebook while it is inside of the case.
- Do not leave a power cord plugged in to the Chromebook while in a backpack. This may cause damage to the Chromebook and poses a safety hazard.

Specifics on the Chromebook

The following sections cover specific information on the Chromebook and Klein ISD policies and procedures.

A. Screen Care

The Chromebook screen is particularly sensitive to pressure. In order to convert the Chromebook into a writing tablet, the screen must be flipped. Extreme care must be taken to protect the screen from damage.

- Do not place anything on top of the Chromebook or lean on it when it is closed.
- Do not place anything in the case that may press against the cover of the Chromebook including paperwork.
- Do not poke the screen with anything. Your finger is the only means that should be used to interact with the Chromebook.
- Do not place anything on the keyboard before closing the lid (*i.e.,* pens, pencils, paper clips, stapled papers, etc.).
- Do not use any cleaning solution to clean the screen. Common cleaners such as Windex and 409 will damage the LCD screen. If your screen needs to be cleaned, please stop by the campus repair center.

B. Camera

The Chromebook comes with a built-in camera. When the camera is in use, an indicator light will illuminate. The Chromebook camera should only be used for educational endeavors as instructed by a teacher. The Chromebook camera shall not be used for inappropriate or unsafe activities, including, but not limited to:

- Taking photos or recording videos on campus (unless directed by a teacher for instructional purposes);
- Taking photos or recording videos of inappropriate, obscene, or other illegal material or content;
- Posting photos or videos online or sending photos or videos via email, etc., especially to a stranger (unless directed by a teacher for instructional purposes);
- Taking and/or manipulating photos or videos for non-educational purposes or to embarrass others; or
- Video chatting (unless directed by a teacher for instructional purposes).

Improper use of the Chromebook camera may result in disciplinary action, suspension or termination of a student's use of the Chromebook or other district technology resources, and may be reported to law enforcement.

C. Ethics/Legal

Students will have access to many types of online media and are expected to comply with trademark and copyright laws as well as license agreements.

- Plagiarism (representing someone else's works or ideas as your own), whether from a book, another student's paper, the Internet, or other source, is dishonest. Students shall not copy or reproduce the work or material of another unless expressly permitted. If use of another's material is permitted, all sources used should be cited and within the guidelines for the type of media used.
- Use or possession of hacking software is strictly prohibited.
- Possession or transmission of any material that is in violation of any federal or state law is unacceptable conduct. This includes, but is not limited to confidential information, copyrighted material, threatening, obscene, or pornographic material or material that is harmful to minors, and computer viruses.
- Violation of applicable state or federal law may result in disciplinary action by the District, and Klein ISD may report such violations to law enforcement and assist law enforcement authorities as necessary to investigate such violations.

D. Security

Various security measures are used on Klein ISD Chromebooks. Security measures are not only used to protect Klein ISD assets, but measures are also taken to protect Klein ISD students. Security is in place on each system to prevent certain activities and certain types of downloads (including extensions and apps). There are also built in layers of protection against malware and security attacks on the Chromebook. See Student Responsibilities on Pages 4 and 5 for additional information.

E. Filtering

Internet filtering software automatically filters all access to the Internet through district technology resources. While at home, Internet content will continue to be filtered while students are logged in to their Klein ISD GSFE account on the Chromebooks or any other device, including non-KISD devices, to access the Internet. Since no filtering software can filter 100% of improper content, parents/guardians are responsible for monitoring their child's access to the Internet when the student is at home.

*** *Students who log in to their Klein ISD GSFE account on a non-Klein ISD device will continue to be filtered and monitored as long as they are logged in. Students must log out of their Klein ISD GSFE account before others use the non-Klein ISD device to ensure that their Internet use will not continue to be filtered and monitored.*

F. Power Management

In an effort to continue best practices with energy conservation, power management software is installed on all Klein ISD-issued devices. Power management software is activated approximately two hours after the school day ends and runs until approximately an hour before the school day starts. During this timeframe, if a student leaves his or her device inactive for more than 15 minutes, a 15-minute countdown will start. If the device is still inactive after the countdown completes, the device will be powered off to conserve energy. Klein ISD is committed to conserving energy on campuses and educating the community on best practices for energy conservation at home.

G. Online Resources

Students will be expected to use some online resources as part of their course curriculum under the supervision and guidance of their teachers. These tools may include Schoology, G Suite for Education (GSFE), Google Classroom, Parent Connection and others. Please see section L on page 14 for more information on GSFE. Students use these tools to meet the communication, collaboration,

creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). These tools are hosted on the Internet, making some student work and information relating to students visible to parents/guardians, relatives, and in some circumstances, other Internet users around the world.

When using online resources, safeguards are in place to protect and assure the safety of students. In some instances, individual or identifiable profiles may be used that are open to the public. Public viewing or commenting might occur on district-approved sites. Classroom lessons or projects may require certain student information to be made available on the Internet. Use of these tools must be in accordance with Klein ISD's policies and procedures, including, but not limited to, the KISD Student Guidelines for Acceptable and Responsible Use of Technology Resources.

H. Internet Access at Home
Klein ISD is not responsible for providing Internet access outside of designated Klein ISD facilities. In order to access the Internet from home, you must have an Internet service provider. If you have an existing wireless access point, the Chromebook can join your home wireless network.

I. Returning Items
The Chromebook and all peripheral items, such as the power adapter, case, and battery are required to be returned at the end of the school year or when a student transfers/withdraws from a Klein ISD campus. Failure to return the Chromebook or any peripheral item may result in a hold being placed on a student's records. If a student has a hold placed on them due to not returning the Chromebook or a peripheral item, they may return the Chromebook or peripheral item or pay the replacement cost to clear the hold. However, once Klein ISD has handed out Chromebooks to students the following school year, students can no longer return the item to clear the hold. At this point, the student must pay the replacement cost to clear their hold.

J. Contesting Charges
Charges will be assessed to students when a Chromebook not covered under ALDP or a peripheral item collected is damaged. Damaged items are available for a parent to review for one week after the student has transferred/withdrawn or the school year ends (whichever is earlier). After that, the damaged items will be repaired, destroyed, or disposed of properly and there will not be an avenue for the parent to contest the damage.

With the exception of damaged cases, which the student may keep (upon request by the student/parent) once payment has been made, all damaged Chromebooks and other peripheral items will be retained by Klein ISD.

K. Repair Downtime
Klein ISD is committed to student use of technology to aid academic success. When a student's Chromebook is being repaired, there are several options available for continued use of technology:
   Network Cloud Storage (Klein ISD Google Drives):
   All students have a Google Drive in which to store digital files. Students should save important work in their Google Drive so that they can access their work from any computer connected to the Internet.
   Classroom Computers
   Each classroom has desktop computers that are available for student use.
   Chromebook/Peripheral Item Replacement
   If a student's Chromebook or peripheral item is damaged, it will be repaired or replaced as quickly as possible. If available, a replacement Chromebook or peripheral item may be issued. The policies outlined in this handbook also apply to replacement Chromebooks and peripheral items. A replacement Chromebook or peripheral item may not be provided if the damage or loss is determined to be intentional or the result of gross negligence.

L. G Suite for Education (GSFE)
Students will receive access to G Suite for Education (GSFE) through individual, District-provided GSFE accounts. GSFE is a suite of products (word processing, spreadsheets, presentations, etc.) that enables collaboration with other students in real time and provides a place to store documents in a cloud environment. Access to these documents and files is available from any device that has access to the Internet. Use of GSFE may require the collection of students' personal information for the purpose of providing GSFE services to Klein ISD and its students. Google's information practices regarding GSFE may be found at: https://www.google.com/edu/trust.

M. General Disclaimer
PLEASE NOTE THAT KLEIN ISD MAKES NO REPRESENTATIONS, WARRANTIES, OR OTHER GUARANTEES, EXPRESS OR IMPLIED, REGARDING THE CONDITION, OPERATION, OR FITNESS OF ANY DISTRICT TECHNOLOGY RESOURCES, AND KLEIN ISD EXPRESSLY DISCLAIMS ANY SUCH REPRESENTATIONS, WARRANTIES, OR OTHER GUARANTEES. WITHOUT LIMITING THE FOREGOING, KLEIN ISD DOES NOT WARRANT THAT DISTRICT TECHNOLOGY RESOURCES (OR USE OF SUCH RESOURCES) WILL BE UNINTERRUPTED, ERROR-FREE, OR FREE OF LATENCY OR

DELAY, OR THAT ANY DISTRICT TECHNOLOGY RESOURCES WILL MEET ANY STUDENT'S OR PARENT'S NEEDS OR REQUIREMENTS, OR THAT ANY DISTRICT TECHNOLOGY RESOURCES WILL PREVENT UNAUTHORIZED ACCESS BY THIRD PARTIES.

1:1 Program Definitions

One-to-One (also abbreviated 1:1): program where the ratio of students to computers is one to one. In Klein this program is in place at all of our secondary campuses.

Acceptable Condition (*see* 19 TAC § 66.1310): Electronic instructional materials are considered to be in acceptable condition if: (1) all components or applications that are a part of the electronic instructional materials are returned; (2) the electronic instructional materials perform as they did when they were new; (3) the electronic instructional materials do not contain computer code (e.g., bug, virus, worm, or similar malicious software) that has been designed to self-replicate, damage, change, or otherwise hinder the performance of any computer's memory, file system, or software; and (4) the electronic instructional materials have not been installed with plug-ins, snap-ins, or add-ins without the prior approval of the district. Technological equipment is considered to be in acceptable condition if: (1) the equipment is returned with the software and hardware in their original condition unless the district authorized changes; and (2) the physical condition of the equipment is fully usable as it was originally intended to be used.

Products We Use

App: Application, or App, is a program that is installed on a Chromebook.
Chrome: the browser students will use to explore the Internet.
DyKnow Cloud: monitoring software that allows teachers to view and take control of student Chromebooks as well as interact with them via polls, etc.
Extension: an add-on component that enhances the Chrome browser.
G Suite for Education (GSFE): the set of applications that students will use on their Chromebook. Each student will receive a Klein ISD issued GSFE account.
Google Classroom: a specific GSFE app that will be used as an LMS system.
Google Drive: cloud-based storage that is accessible from any device with Internet access where students can save their files. It connects directly to the Google suite of products.
Learning Management System (LMS): where students will input digital assignments and use collaborative learning tools in each course.

Office 365: the way that students will access Office 2016. Students can activate up to 5 different devices.
Power Management: software activated after school hours to help students conserve energy by turning off their computers after periods of inactivity.
Respondus: a "lockdown browser" that forces students to only have the assessment browser open when taking a test using their device.
SchoolCash: the website where parents can pay fees online including ALDP.
Schoology: another LMS system that will be used this year.
Skyward: our Student Information System (SIS) that has many components including a gradebook, parent registration, and course schedules.
Work Order System: the online system where you can submit a Work Order Request (WOR) for a damaged or malfunctioning Chromebook. The Work Order System is only available while you are on a Klein ISD campus.

Hardware

Accidental Loss/Damage Protection (ALDP): a plan purchased through Klein ISD by parents/guardians to cover certain loss or damage to their Chromebooks.
Case: a Klein ISD-provided case specifically designed to protect your model of Chromebook. You must keep your device in the Klein ISD-provided case when moving about with your Chromebook.
Identification Tag: identifies to whom the Chromebook is issued and it must remain intact at all times. A label with the student name is adhered to the Chromebook and a card with the student name is placed inside of the case. Both tags must remain intact.
Lenovo 11e: the Chromebook model that students have at the majority of our 1:1 intermediate and elementary campuses.
Peripheral Items: power adapter, case, internal batteries, and other KISD-issued components or accessories used with the Chromebook.
Power Adapter: each student is provided one power adapter. Please make sure to keep track of your power adapter. If you lose it, you are responsible for paying the cost of replacing it. Chromebook chargers are engraved with a unique number. Do not tamper with this number.
Touch Screen: allows you to use your finger and gestures to control your Chromebook.
Wireless: wireless access is available outside all Klein ISD buildings if you do not have wireless access at home; you can also connect to most public Wi-Fi networks.

People

Campus Repair Center: a centrally located room where students can bring a device after completing a Work Order Request to get service and help with their Chromebook.

Digital Learning Specialist: the digital learning specialist will work with teachers and students supporting the best practices for teaching with technology.

Secretary: the campus repair center secretary will be able to assist you with payment questions and any paperwork required.

Technician: a lead technician is stationed at each campus repair center and is available to assist students and teachers with technology requests and repairs. The fastest way to get your problem resolved is to turn in a Work Order Request online and then bring it to the Repair Center.

Klein ISD Chromebook
Parent/Student Agreement Form 2019-2020

KLEIN ISD
PROMISE2PURPOSE
www.kleinisd.net

Klein ISD Chromebook Parent/Student Agreement Form 2019-2020

I have read the terms set forth in the Klein ISD Student Chromebook Handbook. I understand and will comply with all of the conditions outlined within. Parents, please read and _initial_ the following:

_____ I understand that my student must report any needed repairs, loss, or damage to the Chromebook or any peripheral items (including a case number) within 5 school days from time of occurrence, otherwise I may be liable for any cost incurred by the district to repair or replace the Chromebook or peripheral items.

_____ I have received and understand that I am bound by the terms and conditions stated in the 2019-2020 Klein ISD Student Chromebook Handbook.

_____ I understand that if I fail to return the Chromebook or any peripheral items at the end of the school year or upon transfer or withdrawal from a Klein ISD campus, district records may be withheld and I may be reported to law enforcement.

_____ I understand that Klein ISD will issue a District-owned case to me, and I will be responsible for the case as set forth in the Klein ISD Student Chromebook Handbook.

_____ I understand that the Chromebook and all peripheral items must be maintained and returned to Klein ISD in Acceptable Condition (as that term is defined in the Klein ISD Student Chromebook Handbook).

Please initial _one_ (1) of the following options:

_____ I am purchasing the Accidental Loss/Damage Protection (ALDP) for $35.00. I understand that _ALDP covers up to three (3) incidents_ of accidental loss or damage to the _Chromebook only_ per year. I further understand that ALDP _does not cover:_ (a) loss/damage that is either intentional or the result of gross negligence (including damage occurring when the Chromebook is transported outside the case); (b) loss/damage in excess of three (3) incidents per year; or (c) any loss/damage to peripheral items, such as the charger/power adapter, battery, and case. I will assume full responsibility for all repair or replacement costs that are not covered by ALDP.

_____ I choose _not_ to purchase the Accidental Loss/Damage Protection and will assume full responsibility for the costs associated with repair and replacement of the Chromebook and all peripheral items. Because I have chosen not to purchase the Accidental Loss/Damage Protection, I will remit a $200.00 Security Deposit to Klein ISD. The $200.00 Chromebook Security Deposit is _fully refundable_ at the end of the school year (or when a student withdraws from school) _after the Chromebook and all peripheral items are returned to Klein ISD in Acceptable Condition (please note that it may take up to 15 District business days after receipt of the Chromebook and all peripheral items for Klein ISD to issue a refund)._ If the Chromebook and all peripheral items are not returned to Klein ISD in Acceptable Condition, the $200.00 Chromebook Security Deposit will be applied to all outstanding charges for repair or replacement of the Chromebook and peripheral items. _In the event charges exceed $200.00, I will be responsible for the entire repair or replacement charge in excess of the $200.00 Chromebook Security Deposit._

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_____   _____   _____
Date   Grade   Student ID #

_____   _____
Student Name (please print)   Student Signature

_____   _____
Parent/Guardian Name (please print)   Parent/Guardian Signature

Appendix

The Klein ISD Student Guidelines for Acceptable Use of Technology Resources can be found in the Klein ISD Student Handbook and on the district website at: https://kisd.us/aup They are included as pages 19-22 of the Chromebook Handbook for convenient reference.

Klein Independent School District
Student Guidelines for Acceptable and Responsible Use of Technology Resources

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use District-provided computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, removable media, digitized information, communication technologies, and the Klein Independent School District network. In general, this requires efficient, ethical, and legal utilization of all District technology resources.

1. Expectations
   a. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is an integral part of the instructional program directed by teachers. Technology tools are to be used for learning.
   b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District's web site.
   c. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
   d. Students who identify or know about a security problem are expected to convey the details to their teacher or campus/district administrator without discussing it with other students.

2. Unacceptable conduct includes but is not limited to the following:
   a. Using the network for illegal activities, such as copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file sharing software.
   b. Using the network for financial or commercial gain, advertising, or political campaign or electioneering activities.
   c. Accessing or exploring online content that does not support the curriculum and/or is inappropriate for school assignments, including but not limited to pornographic sites.
   d. Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
   e. Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to lists or individuals.
   f. Unauthorized or non-curricular use of online video, music or streaming content.
   g. Gaining unauthorized access anywhere on the network.
   h. Invading the privacy of other individuals.
   i. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
   j. Coaching, helping, joining or acquiescing in any unauthorized activity on the network.
   k. Posting anonymous, unlawful, or inappropriate messages or information on district- owned and/or district-supported technology resources.
   l. Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e. g., racist, terroristic, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages.
   m. Falsifying permission and/or authorization of identification documents.
   n. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network without authorization.
   o. Knowingly placing a computer virus on a computer or network.
   p. Transmission of any material that is in violation of any federal or state law. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.

3. Acceptable and Responsible Use Guidelines
   a. General Guidelines
      (1) Students are responsible for the ethical and educational use of technology in the District and when a district-provided device is used out of district.
      (2) Students will have access to available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
      (3) All technology policies and restrictions must be followed.
      (4) Access to the District's computer online services is an educational expectation and student responsibility. Each student will be required to sign and adhere to the Acceptable and Responsible Use Guidelines Agreement.
      (5) When placing, removing, or restricting access to data or online services, school officials shall apply the same criteria of educational suitability used for other education resources.
      (6) Parents concerned with the District's computer online services at their child's school should refer to the EFA (LOCAL): *Instructional Resources: Instructional Material Selection and Adoption* policy and follow the stated procedure.
      (7) Any parent wishing to restrict their children's access to any District computer online services will need to provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.
   b. Network Etiquette
      (1) Be polite.
      (2) Use appropriate language.
      (3) Do not reveal personal data (i.e. home address, phone number, or phone numbers of other people) or arrange any face-to-face meetings with persons online.
      (4) Remember that the other users of technology are human beings whose

culture, language, and humor have different points of reference from your own.

(5) Users should be discrete when forwarding email and it should only be done on a need to know basis.

c. Email and Online Communication Tools

(1) Students are provided access to email accounts and online communication tools for required classwork, peer collaboration, and educational uses tied to learning standards.

(2) Email transmissions and all other online communications, as well as stored or transmitted data, or any other use of district-provided technology resources by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.

(3) All email and online communications generated using Klein ISD technology resources are the property of the District. Students may have no expectation of privacy in any information stored on Klein ISD's network, transmitted or accessed from Klein ISD's network, or used within Klein ISD's network. Appropriate district and school officials may monitor a technology device or access its contents at any time in accordance with this policy and applicable law.

4. Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

Noncompliance with the guidelines published here, in the Student Handbook / Student Code of Conduct, in any applicable Klein ISD tablet handbook, and in Board policy CQ may result in suspension or termination of technology privileges and disciplinary action. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences in the Student Handbook / Student Code of Conduct. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33, may be reported to law enforcement, and may result in disciplinary action by the District.

The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. In addition, contents of email and network communications are governed by the Texas Public Information Act, and therefore, may be subject to public disclosure as required by law.

Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus or district administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook / Student Code of Conduct.

5. Web 2.0 and Social Media Tools

a. Approved for Classroom Use

(1) Klein ISD students, under the supervision and guidance of their teachers, will use Web 2.0 and social media tools commonly used in K-12 education today as part of instruction in their classrooms.

(2) Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). Tools such as these are hosted on the Internet making some of the students' work and/or other information relating to students visible to parents/guardians/relatives, and in some circumstances, other Internet users around the world.

b. Safety

(1) When using Web 2.0 and social media tools, the following safeguards are in place to protect and assure the safety of students. Please be aware that in some instances:

- Individual or identifiable profiles (which include personally identifiable information of students such as first and last name, campus, home address, email address, etc.) may be used that are open to the public.
- Public viewing and commenting might occur on district-approved sites.
- Classroom lessons or projects may require publicly identifiable student information (first and last name, campus, home address, email address, etc.) to be made available on the Internet.

(2) Use of these tools must be in accordance with the Klein ISD's policies and procedures including but not limited to these Acceptable and Responsible Use Guidelines.

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