



**Classroom
ConnectED**

Student/Parent Handbook

2022 – 2023

**Devine Independent School District
605 W. Hondo Ave
Devine, Texas 78016**

www.devineisd.org

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OVERVIEW

The focus of the Classroom ConnectED initiative at Devine ISD is to provide equipment and resources that meet the needs of today's students.

The Classroom ConnectED initiative facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills

The information within this document applies to the Classroom ConnectED initiative for students that attend Devine ISD. Please note that teachers may set additional requirements for use in their classroom.

Damage Assessment Chart with Insurance

Issue	Action(s) Necessary	Damage Fee
1st occurrence	<ol style="list-style-type: none"> 1. Fees deducted from insurance. 2. Student may use a classroom device if available. 3. Device is repaired and issued back. 	Full repair/replacement costs covered by Optional Insurance
2nd occurrence and other occurrences	<ol style="list-style-type: none"> 1. Student shall pay the full cost of the repair/replacement. 2. Student may use a classroom device if available. 3. Student may lose the option to take the device home 	Full repair/replacement cost paid by student and parent.
What happens if a student does not pay the damage fee(s)?	<ol style="list-style-type: none"> 1. All repair / replacement costs are applied to student account. 2. A hold may be placed on the student's account potentially jeopardizing participating in certain school activities and graduation. 	
Loss	<ol style="list-style-type: none"> 1. A report must be made immediately to teacher and/or campus administration. 2. Student shall pay the full cost of the repair/replacement. 	Full replacement cost; Optional insurance does not cover loss.
Theft	<ol style="list-style-type: none"> 1. A report must be made immediately to teacher and/or campus administration and 2. A police report MUST be filed with the Devine Police Department or local law enforcement agency and returned to campus administration within 72 hours. 	<p>(A) If a police report is filed and returned to campus administration by the student and/or parent/guardian within 72 hours, the replacement fee may be waived.</p> <p>(B) If no police report is returned, it is considered a loss and the student is responsible for the full replacement cost of the device. Optional insurance does not cover theft.</p>

Damage Assessment Chart without Insurance

Issue	Action(s) Necessary	Damage Fee
1st occurrence	<ol style="list-style-type: none"> 1. Student shall pay the full cost of the repair/replacement. 2. Student may use a classroom device if available. 3. Device is repaired and issued back. 	Full repair/replacement cost.
2nd occurrence and any additional occurrence	<ol style="list-style-type: none"> 1. Student shall pay the full cost of the repair/replacement. 2. Student may use a classroom device if available. 3. Student may lose the option to take the device home 	Full repair/replacement cost paid by student and parent.
What happens if a student does not pay the damage fee(s)?	<ol style="list-style-type: none"> 1. All repair/replacement costs are applied to the student's account. 2. A hold may be placed on the student's account potentially jeopardizing participating in certain school activities and graduation. 	
Loss	<ol style="list-style-type: none"> 1. A report must be made immediately to teacher and/or campus administration. 2. Student shall pay the full cost of the repair/replacement. 	Full replacement cost; Optional insurance does not cover loss.
Theft	<ol style="list-style-type: none"> 1. A report must be made immediately to teacher and/or campus administration. 2. A police report MUST be filed with Devine Police Department or local law enforcement agency and returned to campus administration within 72 hours. 	<p>(A) If a police report is filed and returned to campus administration by the student and/or parent/guardian within 72 hours, the replacement fee may be waived.</p> <p>(B) If no police report is returned, it is considered a loss and the student is responsible for the full replacement cost of the device. Optional insurance does not cover theft.</p>

LOST OR DAMAGED ACCESSORIES

- Any devices or accessories that are lost (whereabouts unknown) or damaged are the responsibility of the student and parent involved in the loss of property.
- The student while in class may use the classroom's device or accessories (charger) if available until the replacement cost of the lost/damaged device or accessory is paid to the school.

The costs of any other parts needed for repairs will be based on manufacturer's current price list.

HP 11 G8 EE (DHS & DMS model)

Part Description	SKU	Cost
HP 11 G8 EE (Intel) Chromebook AC Adapter	ADA-SNG-8784-11	\$39.99
HP 11 G8 EE Touch Chromebook LCD Touch Panel	LCD-SNG-9495-7	\$94.99
HP 11 G8 EE (Intel) Chromebook Back Cover (Lid)	BAC-SNG-7565-2	\$39.99
HP 11 G8 EE (Intel) Chromebook Bottom Cover	BOT-SNG-4589-2	\$39.99
HP 11 G8 EE (Intel) Chromebook Bezel	BEZ-SNG-8318-2	\$29.99
HP 11 G8 EE (Intel) Chromebook Palm Rest Assembly w/ Keyboard	PLM-SNG-1453-1	\$99.99
HP 11 G8 EE (Intel) Chromebook Touchpad	TPD-SNG-3737-4	\$29.99

Dell 11 3100 2-in-1 (DIS model)

Part Description	SKU	Cost
Dell 11 3100 2-in-1 Chromebook Power Adapter	ADA-SNG-5412-3	\$49.99
Dell 11 3100 2-in-1 Chromebook LCD Touchscreen Module	LCD-MOD-3775-1	\$159.99
Dell 11 3100 2-in-1 Chromebook Back Cover (Lid)	BAC-SNG-1300-1	\$24.99
Dell 11 3100 2-in-1 Chromebook Bottom Cover	BOT-SNG-4123-1	\$19.99
Dell 11 3100 2-in-1 Chromebook Palm Rest Assembly (WFC Version) w/ keyboard	PLM-ASY-1191-1	\$89.99
Dell 11 3100 2-in-1 Chromebook Touchpad	TPD-SNG-7201-3	\$24.99

With Insurance (\$20)

1st repair- No charge

Additional repairs at full cost

Without insurance

All repairs are at full cost

If at any point during the school year there is damage, loss, or theft of a device, the student and/or parent/guardian must contact the teacher and/or campus administration immediately. For more information please refer to the Damage Assessment Charts on page 4-6.

- Any technical issue with the device must be brought to the attention of technology support staff immediately by submitting a work-order. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, such as manufacturer defects or software issues.
- Any hardware/software repairs due to loss, damage, or neglect will result in a fine. Fines will be imposed in accordance with the Damage Assessment Chart on page 4.
- Repeated damage, theft or loss may result in student loss of privileges in accordance with Damage Assessment Chart on page 4.
- The District reserves the right to disable the device remotely to protect the device and/or data on the device.

Failure to comply at all times with the Devine Independent School District's Classroom ConnectED Student/Parent Handbook and Student AUP may terminate your rights of possession effective immediately.

INSURANCE

Devine Independent School District is self-insured; so please help us keep premiums low by taking very good care of the Chromebook. This insurance is for accidental damage only. Intentional damage, theft or loss is not covered. The provisions in this policy restrict coverage. Please read this policy to understand your family's rights and responsibilities and what is covered.

Costs

- \$20 yearly premium per device which is good for one school year.
- If you owe a technology fee, you are not eligible to purchase insurance until all technology fees are paid.
- All technology fees must be paid to be eligible for insurance. To see if you owe a technology fee contact your campus librarian.
- If you choose not to purchase insurance, all repairs would be the responsibility of the student/parent at full cost.
- Devices are not covered until insurance premium is paid in full.
- The district staff has the final say in determining insurance and repair situations.
- No refunds will be issued.
- Insurance premiums are due prior to receiving a device.

Covered Equipment

- The insurance covers any and all breakage up to the replacement cost of the device.

- For example, if the original cost of the device was \$260 the insurance would cover \$260 worth of repairs or replacement. Anything beyond \$260 would be the responsibility of the student/parent.
- There will not be an additional premium for the use of a Chromebook loaner. Your child's yearly \$20 premium covers their original Chromebook and any other Chromebook issued to your child for the current school year (up to the dollar value of the originally issued Chromebook).
- Insurance is purchased once per school year. If a student receives a replacement device after damage has occurred and cost of damages are equal to or exceed the original cost of the device, the insurance plan is exhausted. Cost of damages to any device issued to the student will be the responsibility of the student/parent.
- Chargers: Chromebook chargers that are damaged or broken are not included in the insurance coverage and will be replaced at cost for each occurrence. If a charger tip breaks off inside the Chromebook and cannot be removed, there will be a replacement charger fee and/or repair charges, if applicable.

Exclusions

Devine Independent School District will not pay for loss or damage caused by or resulting from the following:

- Intentional damage, theft or loss.
- Damage caused by using a charging device other than the District-issued charger.
- Dishonest, fraudulent, or criminal acts.

Claim Procedures

- Go directly to your campus librarian or designated person.
- The Technology Department will examine the Chromebook to determine if there is a qualified insurance claim.
- If there is a claim, the technician will fill out the appropriate paperwork and inform the office staff. The librarian or technician will give the student an invoice of the damages.

RECEIVING YOUR CHROMEBOOK

- Chromebooks will be distributed each fall or upon completion of enrollment for new students.

RETURNING YOUR CHROMEBOOK

- Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Student AUP.
- Under standard operating procedures Chromebooks will be returned each calendar year. You will be notified by your campus administrator prior to turn in deadlines. If a student transfers out of

Devine ISD during the school year, the Chromebook, Chromebook Charger, and any other peripheral devices/tools provided will be returned at that time.

- Students who withdraw, are expelled, or terminate enrollment at a school in Devine ISD for any other reason must return their individual Chromebook, Chromebook charger, and any other peripheral devices/tools provided on the date of termination of their enrollment.
- If a student fails to return the Chromebook, Chromebook charger, and any other peripheral devices/ tools provided at the end of the school year or upon termination of enrollment in a Devine ISD school, that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook, Chromebook charger and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger and any other peripheral devices/tools provided will result in a theft report being filed with the Devine Police Department.
- The student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook **Damage Assessment Chart** and must return the Chromebook and accessories to Devine ISD in good working condition.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the campus library or designated location for an evaluation of the equipment. Never try to repair the Chromebook yourself or have someone outside the District's Technology Department work on it, as this could void the warranty and cause you to incur additional charges. Take your Chromebook to the campus library or designated location as soon as possible if needed for repairs.

General Precautions

- The Chromebook is school property and all users will follow the policy in the Student Code of Conduct in the section labeled Student Acceptable Use Agreement (Student AUP).
- Do not loan devices to other students.
- Do not borrow a device from another student.
- Do not share passwords or usernames.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels unless added and/or provided by Technology staff. Spot checks for compliance may be done by administrators or teachers at any time.
- No food or drink is allowed next to your Chromebook.
- Vents cannot be covered.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must have a Devine ISD inventory tag on them at all times and this tag must not be removed or altered in any way. If the inventory tag is removed, disciplinary action may result. There will be an \$8 fee to replace the missing/damaged inventory tag.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are expected to bring completely charged Chromebooks to school each day.

- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- While DISD does not provide Chromebook cases or covers, they are highly recommended and will often protect devices from expensive repairs. Most covers are cheaper than the cost of repairs.

Unauthorized Access and Damaging another Student's Chromebook

- Access to another person's account, device or computer without their consent or knowledge is considered hacking and is unacceptable (refer to Student AUP).
- The owner of the device is responsible for all damages on that device. If a student damages or breaks another student's Chromebook and/or charger the student who owns the device will be responsible for all expenses related to repairs or replacement of the Chromebook and/or charger.

Screen Care

The Chromebook screens can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not grasp screen by wrapping your hand around the screen, your thumbs could shatter the screen.
- 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, dry cloth or anti-static cloth. Do not use any cleaning solvents.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. It may break the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. Students are expected to care for and keep up with the Chromebook throughout the school day.

Digital Citizenship

- Be aware of what you post online. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, future college, or employers to see.
- Follow the district's Responsible Use Guidelines when writing online. It is acceptable to disagree with others' opinions; however, do it in a respectful way and make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone.
- Do your own work. Do not use other people's intellectual property without their permission. Be aware that it is a violation of Copyright Law to copy and paste other people's work, including pictures, into your own without proper permissions granted. Cite all sources.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using another's identity.
- If you encounter inappropriate material online while on school district property that makes you feel uncomfortable, or is not respectful, report it to your teacher or school administrator.
- Cyberbullying and Sexting is a violation of the district's AUP and will not be tolerated.

Charging your Chromebook

- Students should bring a fully charged Chromebook to school each day.
- It is recommended that the Chromebook is properly charged each evening.
- In cases where the use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

Photo Library

- Inappropriate media should not be on the device.
- The Chromebook should not be used to take photos, post them online and manipulate them in a way that violates your Student AUP.

Music, Videos, Games, Apps, Extensions, or Programs

These guidelines must be followed in accordance with the Student AUP. Please note this is not an all-inclusive list.

- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement also violates the District's Internet Service Provider's terms of service and could lead to limitation or suspension of the District's Internet service.
- Purchased, legal personal media is allowed on the device.
- Parents should set expectations for appropriate apps, content, music and videos on their student's device.
- Inappropriate content will not be allowed on devices.
- Apps rated 17+ or games with an ESRB rating of Mature are not allowed on student devices. 17+ rated apps, R & NC-17 rated movies, TV-MA rated content and Explicit Content are not allowed on student Chromebooks.
- Any violation of this policy may result in disciplinary action.

Deleting Files / Apps / Extensions

Do not delete or move any apps, extensions, folders or files that you did not create or that you do not recognize. Deletion of certain files or apps will interfere with your ability to complete certain coursework and may affect your grades.

Chromebooks Left At Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- If a student leaves their Chromebook at home for two consecutive days the teacher will make an effort to verify possession of the assigned Chromebook.

Chromebooks Undergoing Repair

If a Chromebook needs repair, the student will take the Chromebook to the campus library or designated location. If available the student may use the classroom spare Chromebook(s). The student will be responsible for any damage or loss to the loaner/replacement Chromebook while it is in their possession.

Terms of Agreement

Unless earlier terminated by the District, your right to use and possession of the property terminates upon withdrawal from the District.

USE OF STUDENT DEVICES ON THE DISTRICT NETWORK

Devine ISD is committed to the importance of a student being able to continue with his/her work when his/her device is experiencing problems. To assist with this problem the District is providing the following:

MANAGING FILES AND SAVING WORK

Google Workspace for Education

- Chromebooks seamlessly integrate with the Google workspace productivity and collaboration tools. This suite includes Google Docs, Sheets, Slides, Drawings, and Forms.
- All work is stored in the cloud, online.

Chrome Apps and Extensions

- Upon request, students are allowed to install appropriate Chrome apps and extensions from the recommended collection of the Chrome Web Store/Play Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material may result in disciplinary action.
- Some apps will be available to use when the Chromebook is not connected to Wi-Fi.

INTERNET SAFETY

There are many sites on the Internet that can be potentially dangerous to minors. Every effort is made to block these sites with the District content filter while students are working online in school in accordance with CIPA laws. No internet filtering device (including DISD's) is 100% effective. The District can make no guarantee that all inappropriate content will be filtered. New internet sites and proxies are created every day preventing filtering devices from capturing or blocking all inappropriate sites. Students are in violation of district policy if they access these sites through proxies or by removing DISD profiles.

DISD will provide off site filtering for Chromebooks utilizing the District content filter and Parents are responsible for monitoring home Internet access and is not to hold the district liable.

HOME INTERNET ACCESS

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- There are some apps that allow for offline access. Students must ask their teacher how to use this feature.
- Unfortunately, DISD personnel cannot help with the setup or maintenance of your home Wi-Fi. Please contact your home internet provider for assistance.

NO EXPECTATION OF PRIVACY

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, 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 student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Webcam Security

- DISD Technology Staff does not have the ability to remotely access and control the built-in Chromebook webcam.
- There are many third party, web-based applications that can allow camera access to the Chromebook. Please always monitor your child's activity closely and/or cover the camera with an Online Privacy Sticker.

Monitoring Software

- Teachers, school administrators, and the technology staff may use monitoring software that allows them to view the screens and activity on student Chromebooks while at school.

Downloaded Files

- All pictures, materials and documents downloaded onto the Chromebooks are the property of DISD.
- Personal portable storage devices (jump drives, flash drives, etc.) may be attached to a district Chromebook. Data on the personal portable storage device is subject to review, inspection and confiscation by the Chief Operations and Technology Officer or other district personnel.

STUDENT/PARENT DEVICE PLEDGE AND ACKNOWLEDGEMENT PAGE

Student Pledge for Chromebook Use:

I agree to the following conditions:

- I will follow all of the policies and regulations included in the Classroom ConnectED Handbook and the Devine ISD Student AUP while at school as well as outside of the school day.
- I will file a police report in case of theft, vandalism, and loss of device within 72 hours.
- I agree to return the District Chromebook and charger in good working condition by any requested deadlines, if I am removed to an alternative education placement center, or withdrawn from DISD.

Parent Pledge:

I recognize that it is my responsibility to restrict access to all inappropriate materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child outside of district property.

- I hereby give permission to allow my child to check out a Chromebook for the current school year.
- I will assume full responsibility for any harmful or illegal content on the Chromebooks. I also will take full responsibility for any damage that occurs to the Chromebook while the device is in my child's possession in accordance with the Damage Assessment Chart.
- I understand that I assume financial responsibility for any damages that occur to my student's Chromebook even if damages occur from another student.
- I understand that this Chromebook is designated for educational purposes and therefore my child's actions may be cause for the removal of his/her Chromebook privileges.
- I assume financial responsibility if my child loses a Chromebook or charger.
- I understand that the Chromebooks are District owned devices and all content stored on the Chromebook is subject to review at any time.
- I have read and understand the Classroom ConnectED handbook / Student AUP.

If my student fails to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided as requested or upon termination of enrollment in a Devine ISD school, my student may be subject to criminal prosecution or civil liability. My student will also pay the replacement cost of the Chromebook, Chromebook charger and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger and any other peripheral devices/tools provided may result in a theft report being filed with the Devine Police Department or your local law enforcement agency.

Individual school Chromebook and accessories must be returned to the Technology Department when requested. Students who withdraw, are suspended or expelled, or terminate enrollment at DISD for any other reason must return their individual school Chromebook and charger on the date of termination.

DISD offers **OPTIONAL** insurance for Chromebooks. The cost is \$20 a year per device. Insurance fees are due at issuance of device(s) and coverage is effective immediately. *(Please review insurance guidelines beginning on page 4).*

The handbook and additional information is located on the District's website at http://devineisd.org/for_parents_students/classroom_connect_e_d

**Classroom ConnectED
Acknowledgment
2022-2023**

We accept responsibility for accessing the Classroom ConnectED 2022-2023 handbook by visiting the District website at www.devineisd.org. We understand that hard copies of the Classroom ConnectED Handbook are available at the campus office(s).

- I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their device.
- I understand that the use of the District's Chromebook is a privilege and violations of these policies and regulations will be subject to the disciplinary / legal actions outlined in the Classroom ConnectED handbook and Student AUP agreement.
- If I have any questions regarding this handbook, I should direct those questions to the campus administration or technology staff member at my campus.

Failure to sign and return this form does not exempt me/us from compliance with laws, policies, rules and regulations of the State of Texas and of Devine Independent School District.

Student Name (Please Print)

Grade

Campus

Student Signature

ID

Date

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date