



Personal Electronic Computing Devices at Waterford Union High School

Vision: Waterford Union High School strives to prepare students to appropriately incorporate technology in a learning and work environment while educators increase their knowledge and understanding of technology as a tool to enhance the learning environment.

Waterford's technology initiative provides all students with the use of a personal computing device starting in the 2019-2020 incoming students. Learning will become more flexible and personalized for staff and students through the use of varied activities, resources and tools that make learning more engaging and accessible. Our students will use 21st Century skills and resources to think critically, communicate and collaborate as they creatively solve problems and demonstrate understanding.

This handbook outlines guidelines and procedures to assure that students use the technology as intended, take care of the equipment and preserve the resources so other students can share the benefit of the program.

Parents and students will be informed about student expectations for proper use of any digital device in the educational setting. Every student is expected to read, understand and adhere to Waterford's Acceptable Use Policy and this 1:1 Handbook. Failure to adhere to the policy may be grounds for discipline and may result in a loss of access to the mobile learning equipment. Parents will be provided access to the Acceptable Use Agreement on the school's website at <http://www.waterforduhs.k12.wi.us/>.

Research supports the notion that one-to-one programming creates opportunities for personalization of learning for students. With access to personal portable technologies in a wireless environment, students can learn at their own pace, ability levels, and take advantage of the worldwide experiences and resources available to either enrich or remediate individual skills.

It is important for all students to have a common device with similar capabilities so teachers can plan for lessons without concern for variations in student devices, operating systems and applications. Having a common device enables students to collaborate easily on learning activities while enabling the teacher to easily manage the learning environment and communicate with students throughout activities and assignments.

Why Use the Hewlett Packard G6 EE for incoming students? A Chromebook-like device is meant primarily for accessing Internet-based resources, though it still has a great deal of functionality even when wireless (wifi) Internet is not available. It is fast and light making it easy to use and carry around. The device is relatively inexpensive compared to other technologies on the market yet it is easy to support while providing 6-8 hours of battery life and connects with Google's suite of applications which are used by every student and staff member at Waterford Union High School.

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1. Distribution

Each freshman incoming, will receive at registration an HP G6, charger, and portfolio style protective case to use for the duration of their enrollment at WUHS. Sophomores will use their previously distributed HP G6's. Seniors and juniors will receive a reconditioned device during registration prior to the start of the school year. Parents/Guardians and students MUST sign and return the Waterford 1:1 Agreement before the computer will be issued. Students will receive training on setting up their computers and caring for their devices during registration, at student orientation, and in the homeroom period.

The device is the property of the Waterford Union High School District. The device's function will provide each student access to required educational materials needed for each student to be successful. The computer is issued as an educational tool not intended for personal use including gaming, social networking or high end computing.

- Students are to bring the fully charged computer to school, daily.
- Students are encouraged to leave power cords at home as the battery is expected to make it through the day without charging.
- The computer's model selected is a durable educational edition, the district still will provide a protective cover for added protection.
- Cases are a basic cover and should not be used to store papers, writing utensils, or other objects.

2. Fees

Parents/Guardians shall pay a fee per year to pay for an accidental damage protection warranty program that will cover the cost of computer repairs caused by such things as drops, water damage, normal wear and tear and hardware failure. Most accidental damage will be repaired at no cost.

Mandatory insurance policy is as follows: \$21 per student.

Class of 2022 and 2023: The family is responsible for the cost of a lost, stolen or intentionally damaged computer.

Note: In the future, warranty and insurance fees may vary from class to class as insurance costs and policies change from year to year.

Families will be responsible for the cost of replacing the computer in the event of theft or loss. The device replacement cost will include the cost of replacing the computer, charger, and protective case and may include any additional costs charged to Waterford for a new accidental damage protection warranty as well as a management fee paid to Google. The replacement costs at the time of this writing are as follows:

Computer and Protective Cover: \$300 + Chrome Management \$30 = \$330 Total

3. Returning the Computer

The district-owned computer, charger, and protective case must be returned to the IT department immediately at the time a student is no longer enrolled at WUHS and/or upon request of a WUHS staff member.

- **Unreturned computers will be treated as stolen property, tracked for recovery and all functionality disabled, rendering the device unusable.**
- Information about the current whereabouts of the device will be shared with law enforcement agencies.
- Families will be charged the full replacement cost of the computer.
- Graduating seniors with a four year old device may purchase the device for \$25.00.
- Students have the *option* to return computers to the technology department at the end of each school year in order to complete routine maintenance. *(Logistics for printing are under review at time of publication. Once a reasonable process is determined, students and families will be informed during the 2019-20 school year)*
- Ownership rights of the four year old device will transfer to the student upon graduation and purchase of the device, and district management of the device will be terminated.

4. Proper Care for the Device

Students are responsible for the computers they have been issued. Students must report a device in need of repair or replacement to the library within 24 hours. Waterford technology support staff will determine whether to repair the computer on site or issue a loaner computer. Loaner tools are also covered by all rules and regulations as outlined in this document. Do not take district owned computers to an outside computer service for any type of repairs or maintenance.

- Please follow these guidelines:
 - Always close the lid before moving your computer. Do not leave anything on the keyboard before closing the lid (e.g. pens, pencils or ear buds).
 - Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the computer by the screen or placing your finger directly on the screen with any force. Do not touch the screen with anything that will mark or scratch the screen surface.
 - Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
 - Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the device. If using a cleaning solvent, dilute the solvent and use a

damp cloth.

○ For prolonged periods of inactivity, the computer should be shut down completely before closing the lid. This will help to conserve the battery.

○ Storage and carrying of the computer: Please be aware that overloading a backpack or carrying case will damage the device. Take precaution when placing the protective case on a flat surface. Never sit on the computer/carrying case. Do not store the charging cable next to your device in your backpack as the uneven pressure can cause damage. Personal storage bags should have a padded compartment and be labeled with identifying information.

○ When using the computer, keep it on a flat, solid surface so that air can circulate. For example, using a Chromebook while it is directly on a bed or carpet can cause damage due to overheating.

○ Liquids, food and other debris can damage the computer. DO NOT eat or drink while using the device. DO NOT keep food/drink or food/drink wrappers in the computer protective case or storage cases in which the device is transported..

○ Allow your battery to completely drain monthly. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your school technology support.

○ Never attempt repair or reconfiguration of the computer. Under no circumstances are you to attempt to open or tamper with the internal components of the device. You should not remove any screws -doing so will render the warranty void.

○ Take care when inserting cords, cables and other removable storage devices to avoid damage to the computer ports.

○ Never transport your computer with the power cord plugged in. Never store your computer in a carrying case or backpack while plugged in.

○ Do not expose your computer to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the device. This includes leaving them inside a vehicle for long periods of time.

○ Computers must remain free of any writing, drawing, or stickers including removable skins. The district provided identification label is acceptable on the computer.

○ Vents should not be covered. This will cause the device to overheat.

○ Computers must have the Waterford identification label on them at all times. This label must not be removed or altered in any way. If a tag is removed or defaced, disciplinary action will result.

5. Using The Device at School

Computers are intended for use at school each day and are required to be taken to all classes. Instructors shall have final authority as to the time and method of computer use in the classroom. Failure to comply with instructor expectations will result in a referral to administration for possible disciplinary action.

Computers should be locked in lockers when not in use.

5a: Devices left at home

If students leave their computer at home, they may be able to use a loaner device from the library for the day.

- Students are required to return the loaner prior to the library closing at the end of the day.
- Repeated failure to bring the computer to school will result in a referral to administration for possible disciplinary action.

5b: Charging your Computer

- Computers must be brought to school each day fully charged.
- Repeated failure to bring the device fully charged to school will not only negatively impact the student's education, but will also result in a referral to administration for possible disciplinary action.

5c: Backgrounds and Screensavers

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or other images/words deemed inappropriate by school officials may result in disciplinary actions.

5d: Sound

- Audio shall be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

5e: Printing

- Students are encouraged not to print documents that can be sent and/or shared via electronic means. This includes submitting documents through Google Classroom or other platforms.
- Students *may not* be able to print from devices at school. *(Logistics for printing are under review at time of publication. Once a reasonable process is determined, students and families will be informed during the 2019-20 school year)*
- Printing from computers may be done at home on printers that are Google Cloud Print compatible or by logging into your Google account through a device at home and printing at home.

5f: Account Access & Password

- Students will only be able to login to the computer using their "first name.last name@students.waterforduhs.us" account.
- Take care to protect your password. Do not share your password.

6. Managing and Saving Digital Work With the Device

Your digital work on the computer will be saved to the cloud. This will provide you with access to your digital work from any device with Internet or WiFi access.

- All students will have cloud storage associated with their Google Apps for Education account. This storage is for Google Apps suite of products including email, calendar, web sites, word processing, presentations, drawings, spreadsheets, and forms. It can also be used to store videos and non-cloud based file types.
- Students will be instructed on how to turn on “OFFLINE DRIVE” to store copies of their Google files on the device for use when not in a wifi enabled area.
- Prior to leaving the district or graduating, students who want to save any work stored in their Waterford Union High School Google account will need to use a tool such as Google Takeout to transfer their work to a personal gmail account.

7. Protecting and Storing The Computer

7a: Computer Identification

Student computers will be labeled in the manner specified by the school in addition to the bar code label from the manufacturer.

- Under no circumstances are students to modify or destroy these labels.
- Computers are the responsibility of the students. This device is for your use during the duration of your time at Waterford High School. Take good care of it!

7b: Storing The Computer

- When students are not using their device, they should store the computer in their locked locker.
- Nothing should be placed on top of the computer or leaned up against the computer when stored in the locker.
- Students are expected to take their computer home everyday after school, regardless of whether or not they are needed. Charge the computer fully each night.
- Computers should not be stored in a student’s vehicle at school or at home for security and temperature control reasons.

7c: Computers Left in Unsupervised Areas

- Under no circumstances should the computer be left unattended unless it is properly secured. Unsecured areas include but are not limited to, the school grounds and campus, the cafeteria, computer labs, gymnasiums, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
- If an unsupervised or unattended computer is found, notify a staff member immediately.
- Unattended computers will be confiscated by staff. Disciplinary action may be taken for

leaving the device in an unsupervised location.

8. Computer Repair, Loss & Theft

8a. Computers Needing Service/Repair

Computers in need of repair should be brought to the 1:1 coordinator in room 104 within 24 hours of the problem occurring. Computers will be repaired in the library or by the warranty program service provider. The accidental damage protection warranty program fee will cover the cost of most repairs. Screen repair fees are outlined in the fees section of this handbook. Repairs resulting from intentional damage, loss or theft are not covered by the warranty. The district may charge a student for repairs if the student's device is brought for the same repair three or more times.

- Available loaner computers may be issued to students when they bring their computer for repair at the technology department.
- Students using loaner computers will be responsible for any damages or loss of device incurred while in possession of the student.
- Loaner computers are subject to the rules and regulations outlined in this document.
- Students must return the loaner computers on the same day they are notified their issued device is ready for pick-up.

8b. Chromebook Loss, Theft or Intentional Damage

- Students and families are expected to protect the computer from damage, loss and theft. Students shall secure the computer at all times to prevent damage, loss or theft.
- Students and families will be charged for the loss, theft or intentional damage of a computer. Intentional damage is that which results from negligent handling or willful acts resulting in damage.
- All thefts must be reported to the main office within 24 hours of discovery, and a police report must be filed in prior to obtaining a permanent replacement device. Students will be provided a loaner computer for a limited amount of time until a permanent device can be assigned.
- The district has deployed software to assist in the recovery of stolen devices. Devices that are lost or stolen and not recovered, will be disabled so they will be of no use to anyone unless the device is returned to WUHS
- If the device is found in good working order after the student/family has paid for the replacement, the district will work with the family to refund the appropriate amount.
- Families should check with their renters'/homeowners' insurers to see if their insurance policy would cover loss or damage to school owned computers while in the student's possession. Families who are issued a computer that is lost or stolen will be responsible for a replacement fee of \$330.00 (or the current replacement cost, whichever is less).
- Replacement computer charging cables will be charged to the student at the cost of replacement at the time. A specific fee is not listed here because the dollar figure can change

based on availability.

9. Acceptable Use Guidelines

Board Policy PO7540.03 “Student Education Technology Acceptable Use and Safety Policy” details education technology acceptable use. Administrative guideline AG7540.01a applies to students using district-owned computers at anytime, regardless of location on or off campus. Key aspects of acceptable use are outlined below.

9a: General Guidelines

- Students and parents must sign the Waterford Union High School Acceptable User Agreement annually. This handbook references the Student Education Technology Acceptable Use and Safety Policy. However, the policy can be reviewed in its entirety by opening the district website and searching under board policies “7450” or administrative guidelines “7540.”
- Students are responsible for ethical and educational use of the technology resources of Waterford Union High School.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

9b: Privacy and Safety

- Do not go into chat rooms or join discussion groups without permission for a specific classroom project. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all computer equipment is the property of the Waterford Union High School.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify your teacher immediately.

9c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or school official.
- Plagiarism is a violation of the student policy. Students should appropriately cite all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as

graphics, movies, music, and text.

● Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the district.

9d: E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, harassing or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent/received should be related to educational needs.
- Email & communications are subject to inspection by the school at anytime and as applicable by law.

9e: Consequences

- Non-compliance with the policies of this document may result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to insure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are subject to applicable law.
- If a student continuously requests a loaner device, administration will take appropriate action to determine next steps and appropriate consequences
- Probationary Student Privileges

○ To protect the assets of the Waterford Union High School District, identified students will be required to turn in their computers to the library or designated school personnel at the end of each day until otherwise specified. Staff will secure the equipment during the evening, and the student will be allowed to check it back out on a daily basis. The following criteria will be used to identify students as probationary:

- Students who have violated the Acceptable Use Policy and have been issued a consequence of computer use revocation.
- Other disciplinary actions determined by the building administration.

9f: At Home Use

- The use of computers at home is encouraged.
- Computer care at home is as important as in school, please refer to the care section.
- Carefully transport your computer in your backpack or a personal, padded carrying case.
- The school district will provide Internet filtering when the device is outside of school district

buildings to the extent it is possible with the tools in place within the School District & Google Apps for Education administration. There may be times when the filtering tools may not work, may fail, or changes beyond the District's control may occur causing web filtering to not occur on the District issued devices when they are not within the School District.

10. Chromebook Technical Support

Technical support will be available in the 1:1 department. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Distribution of loaner computers
- Check in/out of computers not taken home for students under disciplinary restrictions
- All repairs must be completed by reporting service/repair needs in the library.

11. Frequently Asked Questions

A webpage is being maintained regarding frequently asked questions about the digital learning initiative. Please see the website to view common questions and responses to the questions.

Click here to proceed to the [Waterford Union High School 1:1 Computer Agreement](#)