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GENERAL OVERVIEW

For the 2020-21 school year, Alabaster City Schools (ACS) will launch the Warrior Device Initiative. This initiative lends Chromebook computers to students in grades 3 through 12. This will provide a pathway for ACS students to engage in personalized learning activities, enhanced educational opportunities, and access to real world technology skills. ACS knows that this initiative will foster our students in becoming better digital citizens and assist them in gaining essential skills for college, career, and life in the 21st century.

This document is designed to provide information regarding the issuance of Chromebook computers for student use. This is not an exhaustive list of the rules and responsibilities for using this technology resource. Students and parents are responsible for reading the ACS Student Code of Conduct (COC) and the Student Acceptable Use Policy (AUP) in their entirety. Both documents explain all of the responsibilities for using the technology resources of Alabaster City Schools. The documents may be found at the links below:

Code of Conduct – https://www.acsboe.org/CodeofConduct
Acceptable Use Policy – https://www.acsboe.org/studentAUP

Note: Each school may have additional rules governing the use of Chromebook computers during the school day.

ALABASTER CITY SCHOOLS (ACS) RESPONSIBILITIES

● Provide students with initial case, initial charging cord, software needed to complete coursework, and Chromebook computer (3-year loan).
● Assess damages, provide estimates for repairs, and complete repairs as needed.
● Provide students a “loaner device” if available while assessments and repairs are being conducted. Fees must be paid to receive a “loaner device.”
● Provide students, parents, and teachers the training and support necessary for a transition to a 1:1 district.
● Maintain the right to monitor, regulate, and inspect devices to determine neglect, damage, inappropriate use, unauthorized users, and unauthorized repairs. Violations may result in loss of device.

STUDENT and PARENT RESPONSIBILITIES - BEFORE RECEIVING A CHROMEBOOK

● Register online through the ACS student registration portal (www.acsboe.org/OnlineRegistration). A student’s Snapcode is required for registration. If you do not have the code, contact your local school for this information.
● Read the Student Code of Conduct (COC) and Acceptable Use Policy (AUP).
● Read the Warrior Device Initiative Handbook and sign the Warrior Device Agreement.
● Pay Chromebook insurance and maintenance fee.
● Communicate any questions or concerns with appropriate school personnel.

PARENT RESPONSIBILITIES - AFTER RECEIVING CHROMEBOOK

● Ensure the device is not used by anyone but the student for educational purposes.
● Have ongoing dialogue with students about being a good digital citizen and navigating the world of technology. The Common Sense Media website https://www.commonsensemedia.org/ is a great resource for parents and children on how to become a good digital citizen. The website also reviews software apps, games, movies, books, etc. for parents and students.
● Report any damages to your child’s teacher and/or school administrator within one school day following the incident.
● Report a missing or potentially stolen device to your school’s administration within one school day. If the device is stolen, file a police report within 48 hours and bring a copy to the school.
● Pay cost for damages (deductible cost or cost of repair, whichever is less).
● Device agreement will be voided if:
  o Damages are not reported.
  o Required costs are not paid.
  o Unauthorized repairs are made.
● Report any inappropriate use of technology (e.g. bullying, harassment, etc.) to your child’s teacher or school administrator. Try to include a screenshot or other evidence in your report.

STUDENT RESPONSIBILITIES - AFTER RECEIVING CHROMEBOOK

● Ensure the device is not used by anyone else and that it is only used for educational purposes.
● Do not leave Chromebook computer unattended (in gym, restroom, cafeteria, etc.).
● Maintain proper care for device:
  o keep Chromebook computer in its case at all times
  o do not place too much force/weight on the Chromebook computer and/or case
  o do not use or store near food or beverages
  o do not leave Chromebook computer in extreme temperatures (hot or cold), i.e. hot car, outside park, etc.
  o do not alter the appearance of the Chromebook computer. This includes removing the ACS inventory sticker and/or putting stickers or markings on the device. (Charges will be applied for any alterations.)
● only clean the screen with a soft cloth and recommended alcohol/water solution (see FAQs for specific cleaning instructions).

● For technology issues, consult the help desk or school website, then contact your teacher.

● Report any damages to your teacher and/or school’s administrator within one school day following the incident.

● Report a missing device or potential theft to your school’s administration within one school day.

● Be a good digital citizen; this includes being aware of and adhering to the AUP, COC, and the Warrior Device Agreement.

● Report any inappropriate use of technology to your teacher or school administrator (try to include a screenshot or other evidence of the abuse).

● Charge the Chromebook computer nightly at home and bring it to school each day fully charged; not having a charged device will result in alternative assignments and possible disciplinary actions.

● Return the device to a specified location at the end of three (3) years, upon graduation, or when leaving ACS (i.e. withdrawal or expulsion).

STUDENTS SHALL NOT

● Tamper with or modify the Chromebook computer, modify settings, or attempt to circumvent security measures.

● Intentionally damage the Chromebook computer or software, install software to circumvent filtering, i.e. VPNs, proxies, etc.

● Use another user’s identity/account or attempt to access another person’s files/emails.

● Download/play games or use the Chromebook computer for non-instructional purposes.

● Record and/or take pictures within the school setting without permission from a teacher or administrator. This includes but is not limited to classrooms, locker rooms/bathrooms, gyms, halls, school personnel, and other students.

● Use the Chromebook computer to cheat, plagiarize or assist others to cheat or plagiarize.

● Use, create, alter, store, or access inappropriate or bullying language, gestures, audio pictures, or symbols.

● Violate any other COC and AUP regulations as well as federal, state, or local laws, including copyright laws, while using the Chromebook computer.

DISCIPLINARY ACTIONS

Disciplinary actions will be handled by school administrators and will follow the ACS Code of Conduct and Acceptable Use Policy.
CHROMEBOOK INSURANCE AND MAINTENANCE FEE

Below are the costs for participation in the Warrior Device Initiative (WDI). These costs include the Chromebook computer, insurance, and one power adapter/charger. The case is provided when the device is issued. Families who choose not to participate and pay the costs will not be issued a Chromebook computer. Insurance coverage is associated with each specific Chromebook computer.

Student Costs – Note: This is a yearly cost for each student.

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<td>$50 – One (1) Student</td>
<td>$80 – Two (2) Students</td>
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Replacement Costs

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<tr>
<td>Power Adapter, ACS approved – $40</td>
<td>Case, ACS approved – $30</td>
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Deductible Cost

| Per Repair – $30 |

NOTE

- Click here for the Chromebook Repair Costs (or go to www.acsboe.org/ChromebookRepairs).
- Repairs may only be completed through the help desk of each school. You will be responsible for the cost of repair or the deductible cost (whichever is less).
- Any repair done outside of the ACS help desk will terminate your participation in the Warrior Device Initiative immediately and will void the Warrior Device Agreement.
- Replacement accessories are available at the cost listed above.
FREQUENTLY ASKED QUESTIONS (FAQs)

Q. When will I get my device for the Warrior Device Initiative (WDI)?
A. The goal is to issue Chromebook computers to students before the start of school. The full implementation of the WDI has been postponed until later in the 2020-21 school year. However, some students may be allowed to participate in the Warrior Device Initiative on an as needed basis. School administrators and the district’s technology department will decide on the distribution of Chromebook computers in those cases.

NOTE: More information to come about the Chromebook distribution and pickup schedule for those students.

Q. I do not have internet or Wi-Fi at home. What can I do to get internet access for the Chromebook computer?
A. Alabaster City has internet access and Wi-Fi on all of its campuses and in school parking lots. ACS has located additional Wi-Fi locations across the city. Click or type in the website address https://www.acsboe.org/CityWiFi for a list of these locations. Additionally, companies such as Charter Spectrum, AT&T, T-Mobile, and other companies offer internet access at reasonable rates. Click or type this link https://www.acsboe.org/HomeInternet into your web browser to find out more about these options.

Q. Does my student have to participate in the Warrior Device Initiative?
A. No. However, the WDI and Chromebook computer will allow students to complete assignments, research topics, and access digital resources which their classroom teachers assign. Additionally, students may be allowed to take some state-mandated tests using the school issued Chromebook computer.

Q. May I use my own computer for my child?
A. Yes. However, when students are at school, ACS cannot guarantee Wi-Fi connection for personally owned devices. ACS will not be able to support students' personal computers or be able to install district/school-owned software on personal computers.

Q. Is the Chromebook computer being filtered?
A. With federal and state regulations, Alabaster City Schools is required to filter all district-owned technology resources.

Q. Are the Chromebook computers being tracked?
A. Alabaster City Schools monitors every technology resource in the district. Your Chromebook computer may be tracked to address safety concerns; in the event of loss/theft; during an investigation into disciplinary infractions; or upon request by school personnel for other legitimate reasons.
Q. **What if my child forgets his login information?**
A. The student should contact his homeroom, Warrior Time, or Advisory teacher.

Q. **How do I get technical support for issues with the device such as not powering on, device not responding?**
A. Contact your homeroom, Warrior Time, or Advisory teacher first. Teachers are the first contact for any technology issues. Also, we have created a troubleshooting webpage (https://www.acsboe.org/Page/8483) to provide additional tips and suggestions to resolve issues and problems.

Q. **What do I do if my child damages the Chromebook computer or power adapter?**
A. Students who damage the Chromebook computer or power adapter should take the device to the school’s library which is the help desk location at each school. The media specialist will talk with the student about the concern.

Q. **What do I do if my child loses his Chromebook computer?**
A. A student should notify his/her teacher and the media specialist at the help desk location.

Q. **Should my child bring the charger to school each day?**
A. No. The power adapter/charger should be left at home. Students should charge their device at home each night. Bringing their charger to school could result in loss of the item and possibly theft of the item.

Q. **How do I clean the Chromebook computer?**
A. The Chromebook computer should be cleaned with a soft (or lint-free) cloth and an alcohol and water mixture. The alcohol content should be at least 60 percent. The solution should be mixed with 1/3 alcohol and 2/3 water. Spray the cloth with the mixture to moisten it (but please do NOT soak the cloth), wring the cloth out, and wipe the Chromebook computer’s keyboard, screen, and outside case, if needed. You should NEVER spray any cleaning solution directly onto the Chromebook computer. See video at www.acsboe.org/Page/8490.

Q. **Is it okay to decorate or put stickers on the Chromebook?**
A. No. The Chromebook computers are on a three (3) year lease. Any damages or markings beyond the company’s determination of normal wear and tear will cost the district money to repair and/or replace the device.
Q. **Is it okay to decorate or put stickers on the case?**

A. Yes. The case is yours to decorate and personalize if you like. **However, any decoration or personalization must comply with the Code of Student Conduct.** Note: ACS will not replace the case each year. ACS requires that the Chromebook computer remain in its ACS approved case at all times. ACS will offer replacement cases for purchase if needed. Students must go to the help desk for purchase and replacement.

Q. **What if I want to buy another case for my child?**

A. ACS requires that the Chromebook computer remain in the case at all times. ACS will offer approved ACS cases for purchase if needed. Students must go to the help desk for purchase and replacement.

Q. **How can I assist my child with accessing online assignments (i.e. Google Classroom, etc.), taking care of the Chromebook, and using digital resources?**

A. ACS has created a parent resource website that contains videos and information on using ACS learning resources. The links below will provide information to aid you in supporting your child.

- Alabaster City Schools Parent Resources - [https://www.acsboe.org/ParentResources](https://www.acsboe.org/ParentResources)
- Common Sense Media - [https://www.commonsensemedia.org/](https://www.commonsensemedia.org/)

These FAQs along with other questions and answers can be found at [https://www.acsboe.org/WDIFAQs](https://www.acsboe.org/WDIFAQs)
WARrior DEVICE AGREEMENT

For Reference Only

WARrior DEVICE AGREEMENT

Acceptance of Responsibility: By accepting the Chromebook computer, the power adapter/charger, and the case, I understand that I, along with my student, am responsible for its use and care while in my possession. I agree to abide by the rules and policies of the Warrior Device Initiative Handbook as well as the Alabaster City Schools Code of Conduct and Acceptable Use Policy. I also agree to pay for any damages, replacement costs, parts or repairs that may occur while the equipment is in my possession.

Student Name: ____________________________
Last Name: ____________________________ First Name: ____________________________ Middle Name: ____________________________

School: ____________________________ Grade: _________ School Year: _____________

Brand: (Circle One) Dell Lenovo Model: ____________ ACS Barcode: ____________

Parent Name: ____________________________
Last Name: ____________________________ First Name: ____________________________ Driver’s License #: ____________________________

Parent Email Address: ____________________________

Address: ____________________________

Home Phone: ____________________________ Work Phone: ____________________________ Cell Phone: ____________________________

Student Signature: ____________________________ Date: ____________________________

Parent Signature: ____________________________ Date: ____________________________

CHROMEBOOK INSURANCE AND MAINTENANCE FEE
Below are the costs for participation in the Warrior Device Initiative (WDI). These costs include the Chromebook computer, insurance, and one power adapter/charger. The case is provided when the device is issued. Families who choose not to participate and pay the costs will not be issued a Chromebook computer. Insurance coverage is associated with each specific Chromebook computer.

Student Costs – Note: This is a yearly cost for each student:

$50 – One (1) Student  $80 – Two (2) Students  $100 – Three (3) or more Students

Replacement Costs

Power Adapter, ACS approved – $40
Case, ACS approved – $30
Loss of Device – $300

Deductible Cost
Per Repair – $30

NOTE
- Click here for the Chromebook Repair Costs (or go to www.acsboe.org/ChromebookRepairs).
- Repairs may only be completed through the help desk of each school. You will be responsible for the cost of the repair or the deductible cost (whichever is less).
- Any repair done outside of the ACS help desk will terminate your participation in the Warrior Device Initiative immediately and will void the Warrior Device Agreement.
- Replacement accessories are available at the cost listed above.

*Please keep a copy for your records.*