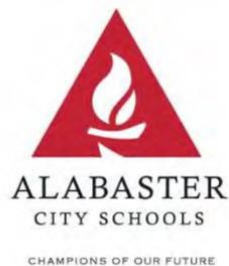


Alabaster City Schools

Warrior Device Initiative (WDI)

Handbook
2022-2023



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GENERAL OVERVIEW

Alabaster City Schools (ACS) has created the Warrior Device Initiative (WDI) to provide students in grades K through 12 access to a Chromebook computer. This initiative serves as a pathway for ACS students to engage in personalized learning activities, experience unique educational opportunities, and model real-world technology skills. The initiative fosters our students in becoming better digital citizens and assists them in gaining essential skills for college, career, and life.

This document is designed to provide general information regarding the issuance of Chromebook computers for student use. This document coincides with the Student Code of Conduct. This document is not an exhaustive list of the rules and responsibilities for using the Chromebook computer.

It is the responsibility of students and parents to read the ACS Student Code of Conduct (COC) and the Student Acceptable Use Policy (AUP) in their entirety. Both documents explain the responsibilities and consequences for using any 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>

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

ALABASTER CITY SCHOOLS (ACS) RESPONSIBILITIES

- Provide students with a Chromebook computer, charging adapter and cord, case, and software needed to complete coursework.
- 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.
- Provide students, parents, and teachers the training and support necessary for use of the Chromebook computer and other technology programs/resources.
- 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

- Read the [Student Code of Conduct \(COC\)](#) and [Acceptable Use Policy \(AUP\)](#).
- Read the [Warrior Device Initiative Handbook](#).
- 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 to which it is assigned and only for educational purposes.
- Have ongoing dialogue with student(s) 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 the cost for damages (or replacement device if device cannot be repaired).
- Device agreement will be voided if:
 - Damages are not reported.
 - Required damage costs are not paid.
 - 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 of the device:
 - keep Chromebook computer in its case for protection
 - do not place too much force/weight on the Chromebook computer and/or case
 - do not use or store near food or beverages
 - do not leave Chromebook computer in extreme temperatures (hot or cold), i.e., hot car, outside park, etc.
 - 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.)
 - recommended to only clean the screen with a soft cloth and alcohol/water

solution

- For technology issues, consult the 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 Initiative Handbook.
- 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 upon graduation, when leaving ACS (i.e., withdrawal or expulsion), or when requested by school and district personnel.

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, or remove software to circumvent filtering, i.e., VPNs, proxies, etc.
- Intentionally damage, use without permission, take, hide, or steal another person's Chromebook computer, Chromebook equipment, i.e., power adapter/charger, cord, case, 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 may result in a Class I, Class II, Class III, or Class IV violation. Violations will be handled by school administrators and will follow the ACS Code of Conduct and Acceptable Use Policy.

CHROMEBOOK REPAIR AND REPLACEMENT COSTS

Chromebook costs are incurred for a lost item (i.e., power adapter/charger), repairs, and malicious or intentional damages to the Chromebook. See the list of costs below:

Replacement Costs

Case, ACS approved \$30	Cracked Frame Case \$40	Keyboard Repair \$20 to \$60 (Price varies)
Loss of Device / Replacement \$300	Power Adapter, ACS approved \$30	Screen Repair Part \$90 to \$160 (Price varies)

NOTE

- ACS has a limited number of devices. Please make sure to take care of your school issued device. A replacement device may not be available and/or another device may not be ready immediately for a student to use while his/her Chromebook needs repair.
- Repairs may only be completed by ACS. You will be responsible for the cost of repair.
- Any repair done outside of ACS will terminate your participation in the Warrior Device Initiative and will void the Warrior Device Agreement.

ADDITIONAL

- **Alabaster City Schools is reviewing an optional insurance plan for Chromebooks for the 2022-2023 school year.**

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: _____

Parent Name: _____
Last Name First Name Middle Name

Parent Email Address: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

CHROMEBOOK REPAIR AND REPLACEMENT COSTS

Should the Chromebook be damaged, the parent/guardian is responsible for the cost of repairs and/or replacement parts. Malicious and intentional damage, or damage beyond repair, etc. will result in the replacement cost of the device. See the list of costs below:

Replacement Costs

Case, ACS approved \$30	Cracked Frame Case \$40	Keyboard Repair \$20 to \$60 (Price varies)
Loss of Device / Replacement \$300	Power Adapter, ACS approved \$30	Screen Repair Part \$90 to \$160 (Price varies)

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