Hamilton Junior High School



Chromebook Handbook

2026–27

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HAMILTON JUNIOR HIGH SCHOOL
CHROMEBOOK 1:1 PROGRAM

The focus of the Hamilton Junior High Chromebook Program in Hamilton ISD is to provide equipment and resources that meet the needs of today's students.

The Chromebook 1:1 Program 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**
- **College and career readiness**

The information within this document applies to the HJH Chromebook program for Hamilton Junior High School 6th - 8th grade students.

Please note that teachers may set additional requirements for use in their classrooms.

STUDENT CHROMEBOOK PLEDGE

Purpose: This agreement outlines the rules for using district-owned Chromebooks **strictly within the classroom**. Devices are for schoolwork only and do not leave the room.

Student Responsibilities

- **In-Classroom Use Only:** I will keep my Chromebook in the classroom. I will never take it home or leave the room with it without teacher permission.
- **Physical Care:** I will handle my device gently and keep it flat on my desk. I will keep all food and drinks away from it at all times.
- **No Defacing or Tampering:** I will not add stickers, write on, engrave, take apart, or attempt to repair my Chromebook.
- **Routine & Charging:** At the end of class, I will return my device to its assigned slot in the cart and plug it in.
- **No Sharing:** I will not give my log-in information to anyone else.
- **Educational Purpose:** I will use the Chromebook and my HISD Google Account strictly for teacher-approved educational activities.
- **Immediate Reporting:** I will tell my teacher right away if my Chromebook is damaged, missing, or not working properly.
- **District Property:** I understand that the Chromebook and all activity on my HISD account are district property and can be inspected, monitored, or searched at any time.

GENERAL INFORMATION

CHROMEBOOK CHECK-IN AND CHECK-OUT

1. Chromebooks are assigned to teachers and students will follow the teachers rules in their classrooms for Chromebook care and use. **ALL STUDENTS MUST SIGN THE CHROMEBOOK HANDBOOK ACKNOWLEDGEMENT FORM AND ACCEPTABLE USE POLICY AGREEMENT EACH YEAR.**

REPAIR

Chromebooks that are broken or fail to work properly must be reported to the teacher in a timely manner. Students may be charged for repairs if Chromebooks are damaged in a malicious manner.

REPAIR COSTS

If a student is found to have maliciously damaged a chromebook or charger, they can be charged up to the following amounts.

Chromebook: Up to $200
Chromebook Charger: Up to $20

CHROMEBOOK USE

GENERAL USE

1. No eating or drinking near your Chromebook.

2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to prevent damage.

3. Students should never carry their Chromebook while the screen is open.

5. Do not stack any books, heavy materials, etc. on top of the Chromebook. Anything placed on the Chromebook may cause damage.

6. Do not close the Chromebook with anything inside it (pencils, earbuds, etc.). This can cause screen damage.

7. If a student is attending a school-sponsored activity (either off campus or after school), where they need a Chromebook to access school work, please contact Kristin Summers to get with the Technology Department to issue a loaner.

SCREEN CARE

1. Do not pick up the Chromebook by the screen.

2. Do not lean on the top of the Chromebook when it is closed.

3. Do not place anything near the Chromebook that could put pressure on the screen.

4. Do not place anything in the carrying case that will press against the cover.

5. Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning.

6. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

CHROMEBOOK MANAGEMENT

1. Only HISD students are allowed to sign into Chromebooks.

2. HISD Chromebooks are managed by the domain "admin.google.com/hamiltonisd.org". Any attempt to remove the management will result in immediate disciplinary action and may result in confiscation of the device.

MEDIA, SOUND, AND GAMES

1. All photos (including desktop background) and videos must meet District Acceptable Use Guidelines.

2. Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges.

3. Music and games must serve an educational purpose and meet the Acceptable Use Guidelines.

4. Use of media, sound, and games must be in accordance with classroom procedures.

SAVING TO THE CHROMEBOOK

1. Student work will be saved in the student's Google Drive (https://drive.google.com/a/hamiltonisd.org) Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook. There is also limited access to Drive files on tablets and smartphones.

2. Files that are saved locally on the Chromebook (downloaded PDFs, for example) are only available on that Chromebook.

NETWORK CONNECTIVITY & FILTERING

1. Hamilton ISD makes no guarantee that the HISD network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

2. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc.

3. Hamilton ISD uses a program called Linewize to filter students that use HISD-issued Chromebooks. This program allows HISD to provide a safe environment for online use of devices for our students.

APPS AND EXTENSIONS

1. Hamilton ISD manages the apps and extensions that are available on the Chromebook. Apps and extensions installed by the district are not to be removed by the student.

2. Any app or extension that violates the Acceptable Use Guidelines or that is deemed inappropriate for use in school is not to be installed on the Chromebook.

INSPECTION

1. **Chromebooks are property of HISD and are subject to inspection at any time.**

2. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the Chromebook.

CHROMEBOOK OPERATING SYSTEM UPDATES

1. The Chromebook will update according to policies set by the Technology Dept.

2. If a Chromebook does not appear to be managed by admin.google.com/hamiltonisd.org, is running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at the Campus Library.

PARENT/GUARDIAN RESPONSIBILITIES

1. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

2. Be an active participant in your child's digital life. Have them show you what sites they are navigating to, what apps they use, and what they are working on.

3. The following resources will assist in promoting positive conversations between you and your children regarding digital citizenship:

NetSmartz: http://www.netsmartz.org/Parents

Common Sense Media: http://www.commonsensemedia.org/blog/digital-citizenship

HAMILTON ISD
ACCEPTABLE USE POLICY
INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS

The school's information technology resources, including Internet access, devices, and email, are provided for educational purposes. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. Adherence to the following policy is necessary for continued access to the school's technological resources:

Web Access - Hamilton ISD provides its users with access to the Internet, including websites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. We utilize Linewize and Classwize to monitor student browsing activity actively.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

District-Owned Devices - Hamilton ISD utilizes the use of Chromebooks, iPads, and other devices to complement student learning. These devices are valuable school property and must be handled with care. Students are responsible for following the same acceptable use rules on and off school grounds. Any device damage, loss, or malfunction should be reported to IT immediately. Students may be held financially responsible for device misuse or neglect. Please note that device usage, even off campus, may be monitored.

AI (Artificial Intelligence) Policy - As emerging technologies like artificial intelligence (AI) become more prevalent, our school is proactively developing principles to guide the safe, effective, and responsible use of these tools for student learning. After careful consideration, we have established the following principles:

1. **Teacher Permission:** Students may only use district-approved AI tools for schoolwork when explicitly permitted by their teacher for a specific assignment.
2. **Proper Citation:** When AI is used to assist in the research or drafting process, students must transparently cite the tool and explain how it was utilized.
3. **Academic Integrity:** Passing off AI-generated text, code, images, or analysis as original work is considered plagiarism and a violation of the Student Code of Conduct.
4. **No Full Automation:** AI tools may not be used to complete school assignments or assessments entirely on a student's behalf.
5. **Data Privacy:** Students are strictly prohibited from entering personally identifiable information, such as student ID numbers or private photos, into public AI tools.
6. **Inappropriate Content:** Using AI to generate or distribute deepfakes, cyberbullying materials, or any content violating district safety policies is forbidden.
7. **Fact Verification:** Because AI can produce inaccurate information, students are responsible for verifying all AI-generated data and must not use it as a primary factual source.
8. **Policy Enforcement:** Unauthorized or inappropriate use of AI will result in a loss of technology privileges and disciplinary action under Hamilton ISD policies.
9. **Continuous Evaluation:** We will routinely audit AI use, updating policies and training as needed.

Students must

1. Respect and protect the privacy of others.
    - Use only assigned accounts.
    - Not view, use, or copy passwords, data, or networks to which they are not authorized.
    - Not distribute private information about others or themselves.
    - 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.

- Using another user's account, password, or allowing another user to access your account or password.

2. Respect and protect the integrity, availability, and security of all electronic resources.
    - Observe all network security practices, as posted.
    - Report security risks or violations to a teacher or network administrator.
    - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
    - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
    - Not infringe copyrights (no making illegal copies of music, games, or movies!).
    - Not plagiarize.
4. Respect and practice the principles of community.
    - Communicate only in ways that are kind and respectful.
    - Report threatening or discomforting materials to a teacher.
    - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
    - Not intentionally access, transmit, copy, or create illegal material (such as obscenity, stolen materials, or illegal copies of copyrighted works).
    - Not use the resources to further other acts that are criminal or violate the school's code of conduct. Not send spam, chain letters, or other mass unsolicited mailings.
    - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
5. Email and Online Communication Tools
    - Educational Use Only: Hamilton ISD provides students with email and online tools strictly for schoolwork, peer collaboration, and learning standards.
    - No Expectation of Privacy: Everything created, sent, or stored on Hamilton ISD networks, accounts, and devices is the property of the District.
    - Continuous Monitoring: To ensure safety and appropriate use, designated school officials have the right to monitor, track, and access student emails, messages, and device contents at any time without notice.

Students may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Use direct communications such as Social Media, blog, IRC, online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. See HISD Student Code of Conduct, Policy BBI, CQ, and DH. Violations of law may result in criminal prosecution

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of a crime to law enforcement.

PARENT/STUDENT CHROMEBOOK & ACCEPTABLE USE AGREEMENT
REQUIRED FOR CHROMEBOOK USE

I have read the Acceptable Use Agreement and the HHS Chromebook Handbook and understand that any violation of these guidelines will result in disciplinary action.

By signing below, my child and I agree to follow and accept:

- **Acceptable Use Agreement**
- **The Chromebook Handbook**

Print Student Name _____Student Grade: _____

Student Signature _____ Date _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____