

Midland School District Chromebook Handbook



2022-2023

The policies, procedures, and information within this document apply to all Chromebooks used at MSD.

Use of Technology

All students in grades 7 - 12 will be issued Google Chromebooks for educational use in school and at home. All students in grades K-6 will be allowed the use of Chromebooks at school. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last pages are the Chromebook Agreement form for parents to complete.

Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology may result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in the Student Code of Conduct.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Midland School District's Student Computer and Internet Use Policies.

Ownership of the Chromebook

Midland School District retains sole right of possession of the Chromebook. Midland School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Midland School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Chromebook Loan Procedure

Beginning of Year Procedure

1. The Chromebook and charger will be assigned to the student and the serial number will be recorded in a database maintained for the loan of all school materials.
2. The Chromebook is issued to a student and the loan of the Chromebook and charger will remain with the student for the remainder of the school year unless s/he withdraws from school.
3. Students may or may not be reassigned the same Chromebook each year while enrolled.
4. High School students are responsible for bringing the Chromebook and charger to school and taking them home each day. Elementary students will leave Chromebooks and chargers at school each day.
5. Students are responsible for charging the Chromebook battery each night. The building Principal may treat repeat offenses as a Level 1 infraction, which may result in disciplinary action.
6. The Chromebooks must not be left unsupervised at school or at home in unsecured locations.

End of Year Procedure

1. The school principal, technology coordinator, or his or her designee will be in charge of ensuring this equipment is returned by the last day of school or on the date a student withdraws from Midland School District.
2. Failure to return the Chromebook on or before the due date, to the school principal or his/her designee, will result in criminal charges being filed against the student, parent,

- and/or the person who has the Chromebook.
3. The Chromebook remains the property of Midland School District and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s).
 4. At the end of the school year an announcement will be made for students to turn in their Chromebooks and all accessories. Failure to turn in a Chromebook will result in the student being charged the full **\$250.00** replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Rights and Responsibilities

Responsibility for Electronic Data

- The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Midland School District technology staff. Students are responsible for backing up their data to protect from loss. Users of School Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

Operating System and Security

- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.
- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

- The school utilizes a state internet content filter onsite that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA).
- All Chromebooks will have all internet activity protected and monitored by the school **while on campus**.
- All school issued Chromebooks, (in use in or out of school), will have internet activity filtered and logged. Midland School District cannot guarantee that access to all inappropriate sites will be blocked.
- No filter is as reliable as adult supervision. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. **Parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided by the school.**

Software

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

Chrome Web Apps and Extensions

- Students are allowed to install pre-approved Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook or their school issued Google account, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.
- The school 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 school.
- By using a Chromebook, students agree to such access, monitoring, and recording of their use.
- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Educational Use

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Student Computer and Internet Use Policies and all of its corresponding administrative procedures at all times.

Email

- Students are provided a filtered/monitored email account by the school.
- When emails are sent, the name and user identification are included in the email message.
- Students are responsible for all email originating from their user account.
- By utilizing an email account, the user authorizes designated system administrators access to the email.
- Emails will be made available to district, local, state, and federal officials in association with any investigation.
- Emails, stored data, transmitted data, or any other use of online services are not confidential and may be monitored at any time by designated staff to ensure appropriate use.

Copyright and File Sharing

- Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Student Computer and Internet Use Policies.

Chromebooks Repairs Procedure (MHS)

- In the event a Chromebook needs to be repaired or replaced, the student shall return the device to the school library or office.
- The student will fill out the Chromebook Repair Request form.
- If available, a loaner Chromebook **may** be issued to students when they leave their school-issued Chromebook for repair.
- **If repair is needed due to malicious damage, the school will not provide a loaner or re-issue a Chromebook until repair/replacement charges are paid in full.**

Charging Chromebooks (MHS)

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement.
- The building level Principals will treat repeat offenders as Level 1 infractions, which may result in disciplinary action.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school. An Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Midland School District Student Computer and Internet Use Policies and all other guidelines in this document wherever they use their Chromebook.

Chromebook Care

Taking Care of Your Chromebook

- **Students are responsible for the general care of the Chromebook they have been issued by the school.**
- Chromebook that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly.
- School-owned Chromebook should NEVER be taken to an outside computer service for any type of repairs or maintenance.
- Students should never leave their Chromebook unattended.
- Students are responsible for keeping up with the specific chromebook assigned to them. Loss of the chromebook assigned to the student will result in the student being charged the full \$250.00 cost of replacing the Chromebook.

Unattended Chromebook

- Under no circumstances should a Chromebook be left in unsupervised areas.
- Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen.
- If a Chromebook is found in an unsupervised area, it should be taken immediately to the office.
- If a Chromebook is found unattended by any staff or faculty, students will pay a retrieval fee of \$5.00.
- If a Chromebook AC Adapter is found, it should be returned to the school office for retrieval by the student. On the 2nd offense, students will pay a \$2.00 retrieval fee for a Chromebook AC Adapter.

General Precautions

- No food or drink should be next to the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebook should not be used or stored near pets.
- Chromebook must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebook.
- Chromebook should never be stored in a vehicle.
- Students may not loan Chromebook or power cords to others for any reason. You are responsible for any loss or damages incurred.

Carrying Chromebook

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Never lift the Chromebook by the screen.
- Never carry the Chromebook with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks will be labeled with a school asset tag identifying the student responsible for the device (1st-2nd Grade).
- Asset tags and logos may not be modified or tampered with in any way.
- **If a label is intentionally damaged, removed, or tampered with, the damage assessment fee charged is \$5.00**

Theft

- Incidents of theft occurring off campus must be reported to the police the day of the theft and copies of the police report must be given to the principal and the school technician the next day that school is in session. Parents/students who fail to do so are responsible for the replacement cost of the Chromebook.
- Any theft occurring on school grounds must be immediately reported to an administrator.
- If there is no clear evidence of theft or if the Chromebook has been lost due to a student's negligence, the parent/student will be responsible for the Chromebook's replacement cost.
- The district will work with the police department to report all model, asset, and serial numbers of the Chromebooks to area law enforcement agencies in the event of loss or theft.

Monitoring and Supervision

- Students should **never** be left unattended while using Chromebooks or other computers.
- The Chromebooks will be subject to routine monitoring by teachers, administrators, and members of the Midland School District Technology Department.
- Students will provide access to the Chromebook assigned to them upon request by teachers, administrators, or a member of the MSD Technology Department search of the Chromebook and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.
- Chromebooks should be used at home in locations that can be easily monitored and supervised by a parent.
- Unsupervised use is strongly discouraged; use in a child's bedroom is highly discouraged.

Chromebook Damage Fees

If a chromebook is damaged, the parent/student will be responsible for the cost of repair or replacement of the Chromebook. If there are repeated incidents of damage in a single school year due to negligence, the student may lose his or her Chromebook for a period of time and face disciplinary action. **Charges for damages/loss carries over from one school year to the next until the charge is paid in full.**

Negligence is defined as:

- Intentional damage
- Leaving a Chromebook unattended
- Leaving a Chromebook unsecured
- Exposing a Chromebook to unacceptable conditions such as exposure to any liquid or moisture of any kind
- Exposing a Chromebook to unacceptable conditions such as rain, extreme heat or cold

Repairing/Replacing Your Chromebook

Estimated Costs (subject to change)

- Complete Replacement - \$250.00
- Screen - \$40.00
- Keyboard/touchpad - \$50.00
- Charger - \$30.00

Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

Parent/Student Expectations

Parent Expectations

1. Remember that while the school system will provide Internet content filtering.
There is no substitute for parental supervision when using a computer.
2. Monitor student use of the Chromebook and Internet at home.
3. Ensure your child understands and adheres to Chromebook and Internet policies and guidelines set forth in the Chromebook Handbook.
4. Sign the agreement.
5. If the device is intentionally damaged, parents will reimburse the school district per school policy for any costs incurred due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by insurance, up to the full replacement cost of the Chromebook.
6. Review MSD's Chromebook Handbook, Computer Use Policy, Internet Use Policy, and Consequences for Violations of the policies with your child.
7. Assist your child who is assigned the Chromebook with homework and school assignments. The purpose of the Chromebook Initiative is to help students learn. Student use of the Chromebook for learning is the most important priority of the Chromebook Initiative.
8. Ensure the return of the Chromebook and all accessories in good working condition at the end of the current school year or before the student withdraws.

Student Expectations I Promise to...

1. be responsible for my Chromebook at all times.
2. secure my Chromebook when not using my Chromebook for class.
3. immediately report technical problems with my Chromebook to the Library Media Specialist or School Office.
4. charge my Chromebook each evening.
5. bring the Chromebook to school fully charged.
6. have the AC adapter with me for necessary charging throughout the school day.
7. not share my login password with anyone.
8. not loan my Chromebook or any Chromebook component to another student for any reason.

Chromebook Agreement

By signing this agreement, the student and parent/guardian agree to follow and accept:

- Student Computer and Internet Use Policies
- This Chromebook Handbook in its entirety
- That MSD owns the Chromebook, AC Adapter, and software
- If the student withdraws from MSD, the student and/or parents will return the Chromebook and AC Adapter in good working order or pay the full \$250.00 replacement cost of the computer. Students may be charged for any piece that is not returned.
- In no event shall MSD be held liable to any claim of damage, negligence, or breach of duty.

Chromebooks that are not returned prior to student departure for the summer or withdrawal from school will cause the school district to file a criminal complaint with the Independence County Sheriff's Office.

Chromebook Handbook Agreement

Yes, I have received a copy of the Chromebook Handbook. I understand the program conditions and my responsibilities in using the Chromebook computer and AC Adapter.

Student's Full Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent's Name: _____

Parent Signature: _____ Date: _____

Parent Email: _____

Parent's Best Contact Phone Number: _____