

McLouth USD #342

Chromebook Guide



The policies, procedures, and information within this document apply to all Chromebooks used at McLouth USD 342.

Program Goal

The goal of the 1:1 Chromebook program at McLouth Middle/High School is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

What is a Chromebook?

A **Chromebook** is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

Receiving Your Chromebook

Chromebooks will be distributed during the first week of school. ***Parents and Students must sign and return a Chromebook Agreement and AUP BEFORE a Chromebook will be issued to their child.***

District technology related documents may be found at www.mclouth.org under Parents & Students -> Operation Bulldog Connect.

- McLouth Middle/High School Chromebook Guide
- McLouth Middle/High School Chromebook Agreement
- Internet Safety Policy
- McLouth School District Acceptable Use Policy
- McLouth School District Technology Services Acceptable Use Policy

Protection Plan

All students shall be assessed a Technology Fee at the time of enrollment. This fee is **not** exempted for students who qualify for free lunches. **Replacement is at the discretion of the principal.** Students will be responsible for the full cost of replacement if it is determined that damage has been caused by intentional abuse or misuse.

Training

Students will be provided with a brief overview of how to log in to the device and access Google Drive and Gmail. Training documents will be available online for students to refer to when needed.

Return

While enrolled at MMS/MHS, the District maintains ownership of the device. If requested by the Technology Department, students may be required to turn in their Chromebooks for maintenance or inspection.

Any student who transfers, withdraws, or is expelled from MHS prior to the end of the school year will be required to return his/her Chromebook and accessories upon termination of enrollment. The Chromebook and accessories must be in good working order when returned. If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

McLouth Middle School Chromebook Cart Policy

To support student learning while promoting responsible technology use, our school maintains a 1:1 Chromebook program. Each student is assigned an individual Chromebook for use during the school year. Chromebooks assigned to students in grades 6-8 will be stored securely in designated classroom carts and will remain on campus unless checked out by a teacher. Students will use their assigned device during the school day for instructional purposes.

In addition to the responsibilities and expectations outlined in this guide, middle school students are expected to:

- Use only their assigned Chromebook
- Handle devices with care and keep them free from damage
- Return Chromebooks to the designated cart at the end of each school day
- Ensure their device is properly plugged in for charging when returned

Responsibility and Care

Although devices are stored at school, each student remains responsible for the care and condition of their assigned Chromebook. Any damage, loss, or malfunction must be reported immediately.

Students may be held financially responsible for damage caused in accordance with the McLouth School District Chromebook Agreement.

Checkout for Home Use

Students may check out their assigned Chromebook for home use when there is a demonstrated academic need. Checkout must be approved by a teacher and will require students to return the Chromebook fully charged the next day. Students may also check out a charger from the library.

Using Your Chromebook

At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. Loaner Chromebooks will not be issued to students who forget to bring their Chromebooks to school. Other district computers may be available for student use.

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired at school. A limited number of "loaner" Chromebooks are available so a loaner cannot be guaranteed.

At Home

Students may use their Chromebooks at home and other locations outside of school. A Wi-Fi 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 McLouth School District Acceptable Use Policy and all rules of this Guide regardless of where they use their Chromebooks and regardless of the source of the Internet connection.

Sound

Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes.

Printing

- **At School:** At this time printing from a Chromebook will not be available at school. Printing will be available from non-Chromebook school computers on a limited basis and subject to classroom requirements. When possible, teachers will facilitate digital assignments.
- **At Home:** The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. Please see <http://support.google.com/cloudprint> for more details.

Managing Your Files and Saving Your Work

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with internet access. Some files may be stored on the Chromebook's hard drive.

- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of important work.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be immediately taken to the library and logged for repair. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced (subject to loaner availability).

General Precautions

- No food or drink should be placed next to the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time. Do not leave them in your vehicles!
- Chromebooks should never be carried with the screen open.
- Students should never disassemble Chromebooks and attempt their own repairs.

Cases

- If the device is issued with a case, students must use that district-issued case on their Chromebook. Personally owned cases are not permitted.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Charging

- Chromebooks must be brought to school each day in fully charged condition.
- Chromebooks in grades 9-12 will include an AC adapter. This adapter should be used to charge the Chromebooks at home.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid. (i.e. pencils/pens)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- No stickers, adhesive skins, etc. are to be placed on the Chromebook or case.

Storing Your Chromebook

- When students are not monitoring their Chromebooks, they should be stored in their lockers with the locks securely fastened. Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks should never be stored in a vehicle.
- Students are responsible for securely storing their Chromebook during extra-curricular activities and events.
- Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office.
- The District is not responsible for the safekeeping and protection of Chromebooks.

Software and Security

All Chromebooks are supplied with the latest build of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The district does employ a centralized management system that is utilized to change security settings, update software, and add or remove applications. Students are prohibited from disabling, modifying, circumventing or altering management settings or content filters.

Virus Protection

Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

Content Filter

The District utilizes an Internet Content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) and Internet connection will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

Google Apps for Education

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

Chrome Web Apps and Extensions

Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Inappropriate material will result in disciplinary action.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at school. Chromebooks are subject to confiscation at any time and without prior notice. At no time will webcams be used to monitor students. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Repairing or Replacing your Chromebook

Protection Plan

All students shall be assessed a Technology Fee at the time of enrollment. This fee is **not** exempted for students who qualify for free lunches. This protection plan **does not** cover for loss of the Chromebook and/or its accessories, cosmetic damage, wear and tear, or damages caused by intentional misuse and/or abuse. **Replacement is at the discretion of the principal.**

The District reserves the right to request parents/guardians to pay a technology fee annually. Claim history on loss, theft and damage will ultimately determine whether additional fees are necessary beyond the original \$25 fee. Students must take care of the devices and parents should help support that.

Repair/Replacement Costs

Incident	Charge	Damage	Complete Chromebook Replacement	Charger Replacement Only	Case Replacement Only
First Incident	\$25	Accidental	No Charge	\$25	Cost of Replacement
Second Incident	\$50	Accidental	No Charge	\$25	Cost of Replacement
Third Incident	\$250	Accidental	\$250	\$25	Cost of Replacement
Any Replacement		Misuse, Neglect, Intentional Damage, Theft or Loss	\$250.00	\$25	Cost of Replacement

Repair Procedures

- Students who need to have their Chromebook repaired or replaced should take the device to the library.
- The Technology Department will collect the device for repair.
- If one is available, a loaner Chromebook will be issued to the student. If repair is needed due to malicious damage, the school may refuse to provide a loaner or re-issue a Chromebook.
- Students will be notified when their Chromebook has been repaired. Repaired Chromebooks can be picked up at the school library.
- A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be able to be recovered.

Digital Citizenship

District-issued Chromebooks should be used for educational purposes and students must adhere to the *McLouth School District Acceptable Use Policy* as well as related policies and procedures at all time when using Chromebooks, on or off campus.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. *Respect Yourself* – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
2. *Protect Yourself* – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
3. *Respect Others* – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.
4. *Protect Others* – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. *Respect Intellectual Property* – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
6. *Protect Intellectual Property* – Do not use pirated software or distribute music or media in a manner that violates license agreements.

Related Documents

Appendix A: Chromebook Agreement

Appendix A

McLouth School District Chromebook Agreement

I acknowledge that we have read the following documents and ensure that we understood them, in full, prior to receiving the Chromebook. Copies of these documents may be found at www.mclouth.org under Parents & Students -> Operation Bulldog Connect.

- McLouth Middle/High School Chromebook Guide
- McLouth Middle/High School Chromebook Agreement
- Internet Safety Policy
- McLouth School District Acceptable Use Policy
- McLouth School District Technology Services Acceptable Use Policy

Student Agreement

As a learner, I agree that I will:

- Use my Chromebook for educational purposes.
- Follow the procedures and policies outlined in the Chromebook Guide and all listed McLouth School District Agreements/Policies both at school and at home.
- Protect my Chromebook by carrying it securely in a district-issued carrying case (if provided) and preventing careless or malicious damage.
- Use caution when storing my Chromebook.
- Never leave my Chromebook unattended in an unsecure or unsupervised location.
- Never store my Chromebook in a vehicle.
- Charge my Chromebook's battery to full capacity each night.
- Report all damages to or issues with my Chromebook to the library.
- Not alter or attempt to change the management settings on my Chromebook.
- Never share my Chromebook with other students or individuals.

I understand that any violation of this agreement may result in the suspension or loss of my Chromebook and school network privileges. Additionally, I may face disciplinary action for such violations.

Parent Agreement

I understand that my family's responsibilities include:

- Ensuring my child meets the expectations outlined in the Chromebook Guide and the McLouth School District Agreements/Policies.
- Protecting the Chromebook, within reason, against damage, loss or theft while it is at home or outside of school.
- Ensuring my child reports damage to the library.

In consideration of the privileges and opportunities afforded by the use of McLouth School District technology resources, I hereby release the McLouth School District, its employees and directors from any and all claims of any nature arising from my child's use or inability to use these resources, including but not limited to claims that may arise from unauthorized use of a Chromebook.

I also understand that it is impossible for McLouth School District to restrict access to all controversial materials and I will not hold the District responsible for materials accessed with a District Chromebook.

I accept full responsibility for my child’s use of the Chromebook while not in a school setting and understand that my child’s Chromebook use is subject to the same rules and requirements when used off-campus. I understand that my child’s Chromebook privileges may be suspended or revoked for violations of this Agreement.

Insurance Agreement

As part of their participation in the Chromebook program, students will pay an annual Technology Fee of \$25.00. The District will use the following guidelines for determining costs associated with repairs/replacements:

- The District will charge the student \$25 for the first incident of accidental damage. The second incident will be covered by a \$50 charge to the student. On the third incident, the student will be assessed the cost of the replacement of the device.
- The District will charge the student the costs of replacing any lost or damaged bags and chargers.
- The replacement plan does NOT provide coverage for the loss of the Chromebook and/or its accessories, cosmetic damage, wear and tear, or damages caused by intentional misuse or abuse. If it is determined that damages occurred by intentional misuse or abuse, the student will be charged the full cost of the replacement.
- The District reserves the right to request parents/guardians to pay the technology fee annually. Claim history on loss, theft and damage, will ultimately determine whether additional fees are necessary beyond those listed above.

I understand that should damage occur to the Chromebook assigned to my child due to intentional damage, I will be solely responsible for reimbursing the school for repair or replacement costs.

Student Name (Please Print)_____

Student Signature _____

Parent Name (Please Print) _____

Parent Signature _____

-----District Use-----

IT Signature _____

Protection Plan Purchased _____ Date _____