

Mohonasen CSD 1:1 Chromebook Guide



Program Mission

Mohonasen continues to evolve our classrooms into digital classrooms in order to enhance the delivery and individualization of instruction. To reach this goal, we are providing our students with digital devices that seamlessly integrate technology into instruction and prepare them with the fundamental technology skills necessary to succeed in our ever developing society. The mission of the district's 1:1 initiative (one Chromebook for every student) is to ensure that all students in grades 6-9 have access to the digital tools and resources that allow them to be successful learners *inside* and *outside* of the school day, expanding their learning opportunities beyond the walls of our schools.

We have witnessed the immense impact that the integration of technology into our classrooms has achieved. It has further pushed us to provide those same experiences to all of our students in grades 6-9 when they leave for the day. To foster an environment of collaboration, communication, creativity, and critical thinking in our children's lives, providing a technology device for our students is not just something they should have, it's something they deserve.

We believe that giving every student a Chromebook will deepen the connection between the high-quality instruction our teachers deliver and the vast collection of resources, tools, and communities that exist in our children's digital worlds. This connection will allow students to become creators, inventors, innovators, risk takers, and problem solvers at a level not previously attainable without the use of technology. Our teachers are already skilled at integrating technology into their classrooms and now will have even greater opportunities to facilitate their students' learning beyond the traditional school day.

Purpose of this document

The purpose of this guide is to provide parents and students with a thorough explanation of how the district will manage its 1:1 initiative. The success of this initiative will be strongly tied to the responsibility, ownership, and pride that our students have when they receive their Chromebook. While the district believes that technology use is critical to student success and needs to be part of the daily learning process, the ability to have a device at all times is considered a privilege that our students should not take lightly.

1 RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed within the first two weeks of each school year. Parents/Guardians and students MUST sign and return the Mohonasen 1:1 Chromebook Student and Parent Agreement document before the Chromebook can be issued to their child. This Chromebook Policy Guide outlines the procedures and policies for families to protect the Chromebook investment for the Mohonasen Central School District.

Chromebooks will be collected at the end of each school year.

2 CHROMEBOOK DISTRIBUTION

- This year in Grades 6-8 students will receive a Chromebook.
 - They have been checked and repaired if needed.
 - Students must complete the Mohonasen 1:1 Chromebook Student and Parent Agreement, as well as the Student Use of Computerized Information Resources Acceptable Use Policy. It must be signed by the students and parents.
 - Chromebooks will be handed out as follows: Tue 9/12 for Grade 6, Wed 9/13 for Grade 7, & Thr 9/14 for Grade 8
- Grade 9 students will receive a Chromebook that will be handed out later in the school year.
 - Students must attend Chromebook Orientation that is part of the training prior to being assigned a Chromebook.
 - Students must complete the Mohonasen 1:1 Chromebook Student and Parent Agreement, as well as the Student Use of Computerized Information Resources Acceptable Use Policy. It must be signed by the students and parents prior to students being issued a chromebook.

3 RETURNING YOUR CHROMEBOOK

Chromebooks (with originally supplied charger) must be returned during the final week of school so they can be inventoried and stored for the summer months. If a student transfers out of the Mohonasen School District during the school year, the Chromebook (with originally supplied charger) will be returned at that time.

Individual school Chromebooks and accessories must be returned to the Mohonasen School District at the end of each school year. Students whose enrollment is withdrawn or terminated at Mohonasen for any reason must return their individual school Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon

termination of enrollment at Mohonasen, the student will pay the replacement cost of the Chromebook and/or accessories. Failure to return the Chromebook will result in a theft report being filed with the proper authorities. If the Chromebook or any accessories are returned in damaged or otherwise unsatisfactory condition, a fee will be assessed to cover the repair or replacement of the device(s).

4 TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the Help Desk as soon as possible so that they can be taken care of properly. **Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.**

4a. General Precautions

- Take care to protect your password. Do not share your password.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers that are not the property of Mohonasen.
- Heavy objects should never be placed on top of your Chromebook.
- Chromebooks must have a Mohonasen asset tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- Chromebooks should never be left in a car, unlocked locker or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- If your device is in need of repair, please bring it to the Chromebook Help Desk as soon as possible.
- When charging the Chromebook, avoid stressing the power port on the Chromebook by keeping the power adapter at the same height as the Chromebook.

4b. Carrying Chromebooks

The guidelines below should always be followed when moving your Chromebook:

- Transport Chromebooks with care.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Chromebook lids should always be closed and tightly secured when moving

- When carrying the Chromebook in another case/backpack, take caution when placing other items (notebooks, books, lunch box, etc.) to avoid putting too much pressure and weight on the Chromebook screen. The screen is delicate and can crack easily.
- Use caution when placing Chromebooks into bags, to ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard.

4c. Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

5 USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be locked in lockers when not in use.

5a. Chromebooks left at home

- If a Chromebook is left at home, the student will have the opportunity to use a loaner Chromebook from the Chromebook Help Desk if one is available. The Chromebook must be returned before leaving school at the end of the day.
- Repeat violations of this policy may result in disciplinary action.

5b. Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Help Desk.

5c. Charging your Chromebook

- Chromebooks must be brought to school each day fully charged. A fully charged Chromebook will last for an entire school day.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy may result in disciplinary action.

5d. Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

5e: Sound, Music, Games

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones/earbuds may be used at the discretion of the teacher.
- All apps/music/games must be district-approved and/or educationally appropriate.

5f. Printing

- Digital sharing of documents is encouraged, printing is discouraged.
- Students may use designated network printers with teacher's permission during class or breaks.

6 AT HOME USE

- The use of Chromebooks at home is encouraged to complete school assignments.
- Chromebook care at home is as important as in school, please refer to the care section.
- It is EXPECTED that you transport your chromebook in the case provided by this district.
- Students are allowed to connect to a wireless network when using their Chromebook away from school. Student use of the Chromebook will be subject to the MCSD website filtering software even when accessing materials on a home connection. The filtering software will ONLY affect MCSD-owned devices and its use under the district's Student Use of Computerized Information Resources Acceptable Use Policy.
- A WiFi Internet connection is required for much of Chromebook use; however, many applications can be used while not connected to the Internet, including Google Drive, Docs, Sheets, Slides, and others.

7 MANAGING YOUR FILES AND SAVING YOUR DIGITAL WORK

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The district will not be responsible for the loss of any student work.

8 SUPPORTING YOUR CHROMEBOOK

Proper care and maintenance of your Chromebook will help keep a device in good working condition.

8a. Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

8b. Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the Chromebook Help Desk at the school.
- The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and re-imaging due to technical issues or issue resulting from inappropriate use.

8c. Apps and Extensions

- Searching for and applying most apps/extensions from the Chrome Web Store has been disabled for all students. Some mandatory apps/extension will be automatically added.
- Some web apps will be available to use when the Chromebook is not connected to the Internet, including Google Drive apps (Docs, Sheets, Slides, etc).

9 PROTECTING & STORING YOUR CHROMEBOOK

9a: Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
 - Record of district asset tag
 - Serial number
 - Each Chromebook will be labeled with the student's name. The label must remain on the Chromebook. If the label falls off, the student should report to the Chromebook Help Desk as soon as possible to replace the label.
- Chromebooks are the responsibility of the student. This device is for your use for the year. Take good care of it!

9b: Account Security

- Students are required to use their Mohonasen.org domain user ID and password to protect their accounts and are required to keep that password confidential.

9c: Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locked locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a vehicle for security and temperature control measures.

9d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gymnasiums, locker rooms, media center, unlocked classrooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

10 REPAIRING/REPLACING YOUR CHROMEBOOK

10a: Vendor Warranty:

- The equipment vendor has a one year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the Chromebook Help Desk.

10b: Lost, stolen or damaged Chromebook and accessories

- Chromebooks that are lost, stolen or damaged are the responsibility of the student.
- Lost, stolen or damaged Chromebooks must be reported to the building Chromebook Help Desk within 24 hours of the incident.
- Student must pay the associated charges to replace the lost or stolen Chromebook and accessories:
 - Chromebook: \$250
 - Charger: \$35
- *NOTE: This process for replacing lost or stolen school property is the same for lost or stolen*

textbooks.

11 CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available at the Chromebook Help Desk located in the Library. Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination of repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by Chromebook Help Desk staff at the school

12 EXPECTATION OF PRIVACY

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the Superintendent may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the internet via school owned computers.

13 RESPONSIBLE DIGITAL USE AND AWARENESS

School-issued Chromebooks and other devices connected to district owned WiFi and internet should be used for educational purposes and students are to adhere to the Student Use of Computerized Information Resources Acceptable Use Policy (7315) and Student Internet Safety (8271) and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens.