

MOUNT IDA SD Chromebook Handbook

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

Program Description

MOUNT IDA SD is implementing a Chromebook initiative to further personalize the way each student uses time, receives support to master essential skills, and to deepen student understanding of content.

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 G Suite that reside on the web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebooks to be sold at a much lower price point than traditional laptops.

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Use of Technology

All students in grades 7 - 12 will be issued Google Chromebooks for educational use in school and at home. 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 MOUNT IDA SD's Student Computer and Internet Use Policies in the MIHS Student Handbook.

Ownership of the Chromebook

MOUNT IDA SD retains sole right of possession of the Chromebook. MOUNT IDA SD lends the Chromebook to the students for educational purposes only for the academic year. Additionally, MOUNT IDA SD 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.

Receiving Your Chromebook Terms of Chromebook Loan

Issuing of Chromebooks

Students within grades 7 - 12 attending Mount Ida High School will be issued a Chromebook, charger, and case after the following conditions of the loan are met:

1. Parent/guardian and student must sign Student/Parent Chromebook Agreement form before Chromebook may be taken home (mandatory).

Procedure

1. The Chromebook, charger, and case will be assigned in the same manner as a textbook
2. The serial number of the Chromebook is recorded
3. The Chromebook is issued to a student and the loan recorded in a database maintained for technology
4. The Chromebook, charger, and case are the responsibility of the student for the remainder of the school year unless he/she withdraws from school
5. Chromebook carts with assigned slots are still in the high school locations (library and lobby) for placement of Chromebooks for charging if they do not need to be taken home. If not taken home, the assigned case with charger, should always be placed in the students' assigned locker.

6. If the Chromebook is taken home, students are responsible for bringing Chromebooks, charger, and case back to school and making sure they have been charged overnight.
7. The Chromebooks must not be left unsupervised at school or home in unsecured locations.
8. Students may or may not be reassigned the same Chromebook each year while enrolled at MIHS

Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebooks, chargers, and cases in the high school office. Both students and their parents/guardians must sign the MOUNT IDA SD Chromebook Agreement.

Returning Your Chromebook End of Year

The right to use and possess the Chromebook, charger, case and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the school through dropping-out, suspension, expulsion, or transfer.

- The school principal, technology staff, or their designee will be in charge of seeing this equipment is returned by the last day of school.
- Failure to return the Chromebook on or before the due date, to the school principal or his/her designee, will result in disciplinary action.
- The Chromebook remains the property of MOUNT IDA SD and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s).
- At the end of the school year an announcement will be made for students to turn in their Chromebooks and all peripherals and 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 may be filed by the school or school designee.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from MOUNT IDA SD must turn in their Chromebooks and peripherals and accessories to the campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full **\$250.00** replacement cost. Unpaid fines and fees of students leaving MOUNT IDA SD may be turned over to a collection agency or small claims court. Additionally, a report of stolen property with the local law enforcement agency may 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 MOUNT IDA SD 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.

Updates

- 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. MOUNT IDA SD 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 G Suite (Google 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

- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification Records

- The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.
- Each student may or may not be assigned the same Chromebook each year they attend MOUNT IDA SD.

Repairing/Replacing Your Chromebook

Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- **Complete Replacement - \$250.00**
- **Case - \$30.00**
- **Screen - \$75.00**
- **Keyboard/touchpad - \$75.00**
- **Power cord - \$15.00**

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.

Monitoring Software

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 located in the MIHS Student Handbook 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.

Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook, AC adapter, and case back to school the day after use at home. They are to bring all of these to all classes.

Chromebooks Repairs

- Students who need to have their Chromebook repaired or replaced should leave the device with the high school office or school designee.
- The high school office staff or designee will document the issue for the Technology Department. The Technology Department will collect the device for repair.
- 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 may refuse to provide a loaner or re-issue a Chromebook until restitution is provided.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.

Charging Chromebooks

- Chromebooks must be placed in carts for overnight charging, or if taken home they must be brought back to school with a full charge.
- An uncharged Chromebook is in violation of this agreement.
- The MIHS principal will treat repeat offenders as Level 1 offenses, which may result in disciplinary action.

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes.
- No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Any printing that needs to be done must be accomplished at home or with the assistance of a teacher or staff member on a desktop or laptop computer.

Logging into a Chromebook

- Students will log into their Chromebooks using only their school issued G Suite user name and login.
- Students should never share their account passwords with others, unless requested by an administrator.
- Sharing login information with other students will result in disciplinary action.

Managing and Saving Your Digital Work with a Chromebook

- 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.
- Some files may be stored on the Chromebooks hard drive.
- Students should always remember to save frequently when working on digital media.
- MOUNT IDA SD does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an “as is” basis without warranties of any kind. In the rare event that the network is down, neither MOUNT IDA SD, nor any of its agents or employees will be responsible for lost or missing data.
- Students are encouraged to maintain backups of their important work on a portable storage device or in Google Drive.

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 MOUNT IDA SD Student Computer and Internet Use Policies, and all other guidelines in this document wherever they use their Chromebooks.

Chromebooks Left at Home

Students are required to bring their Chromebooks, chargers, and cases to school every day. 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. Repeat offenders who leave their device at home face a Level I consequence as detailed in the Student Handbook.

Chromebook Care

Taking Care of Your Chromebook (Tech Support)

- 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 reported to a teacher or administrator as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended.
- Technical Support is only available during school hours.

General Precautions

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

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 engraver and a tag stating the name of the student responsible for the device (7th – 12th Grade).
- Asset tags and logos may not be modified or tampered with in any way.

Chromebooks left unattended

- Under no circumstances should Chromebooks 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 AC Adapter is found, it should be returned to the high school office, for retrieval by the student. On the 2nd offense, of an unsupervised Chromebook or AC adapter the student actions may result in disciplinary action.

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 MOUNT IDA SD Technology Department.
- Students will provide access to the Chromebook assigned to them upon request by teachers, administrators, or a member of the MOUNT IDA SD Technology Department
- A 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 Inspections

Students may be randomly selected to provide the Chromebook for inspection.

Chromebook Damage Fees

If a Chromebook is damaged, the parent/student may be responsible for the cost of repair or replacement of the device. If there are repeated incidents of damage in a single school year due to negligence, the student may lose his or her device for a period of time and face disciplinary action.

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

Digital Citizenship

Appropriate Uses and Digital Citizenship

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. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

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 located in the MIHS Student Handbook.

Consequences for Violations of the Student Chromebook Handbook, Internet Use and/or Computer Use Policy

Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference
- Removal of Unauthorized Files and Folders
- Restriction of The Internet Privileges*
- Restriction of District-Issued Chromebook Use Privileges**
- Suspension
- Court Referral/Criminal Charges
- Alternative School Placement
- Expulsion

If a violation of the Student Chromebook Handbook, Internet Use and/or Computer Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.

*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access Internet while at school and under teacher supervision.

**If a student's District-Issued Chromebook privileges are restricted, this means that for the period of the restriction, the student may only use his/her Chromebook while at school and under teacher supervision.

General Rules:

If there is a repeated occurrence of a Chromebook not being usable for the school day, i.e. not being charged, then the administration reserves the right to make the student a day user for a length of time to be determined by the administration.

The following rubric is not meant to be all-encompassing but to serve as a guideline for determining appropriate disciplinary action when a violation of a technology rule occurs.

Level I Offenses	Level II Offenses
<p>Level I offenses are less serious and begin with a student and/or parent conference. However, depending on the frequency, a Level I violation may merit a more severe disciplinary action such as the ones set forth above.</p>	<p>Level II offenses are more serious and begin with a required conference, the restriction of the Internet and/or District-owned Chromebook privileges, and an in-school alternative placement. However, depending on the seriousness and</p>
	<p>frequency of the violation, a Level II offense may merit a more serious disciplinary action such as the ones set forth above.</p>
<p>Examples of Level I Offenses:</p> <ul style="list-style-type: none"> • Sharing passwords • Plagiarism • Bypassing District security controls • Defacing computers (e.g., stickers, marker) • Removing District labels or tags • Repeated failure to charge battery • Clearing web browser history • Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) • Commercial or Political use • Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission • Failure to Follow Teacher Directives • Failure to be Polite and Courteous 	<p>Examples of Level II Offenses:</p> <ul style="list-style-type: none"> ● Downloading, posting, or distributing materials that: <ul style="list-style-type: none"> ● Are harmful or prejudicial to others (e.g., defamatory or libelous) ● Are pornographic, obscene, or sexually explicit, or profane (e.g., music) ● Are Illegal (e.g, copyrighted materials) ● Reference to weapons, alcohol, guns, drugs or gangs ● Constitutes gambling ● Are restricted ● Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames ● Intentionally destroying hardware or software ● Engaging in theft ● Engaging in any illegal activity ● Harming or destroying another user’s data ● Creating or sharing a computer virus ● Disrupting the network or the educational process

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 MOUNT IDA SD'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...

- be responsible for my Chromebook at all times.
- secure my Chromebook in a locker when not using my Chromebook for class.
- immediately report technical problems with my Chromebook to the Library Media Specialist.
- charge my Chromebook each evening. Bring the Chromebook to school fully charged. Also have the AC adapter with me for necessary charging throughout the school day.
- not share my login password with anyone.
- not loan my Chromebook or any Chromebook component to another student for any reason.

PLEASE COMPLETE THE FOLLOWING DOCUMENTS AND RETURN TO THE SCHOOL OFFICE IN ORDER TO RECEIVE A COMPUTER:

Chromebook Agreement

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

- Student Computer and Internet Use Policies
- This Chromebook Agreement in its entirety
- The Website and Social Media Guidelines (below)
- That MOUNT IDA SD owns the Chromebook, software, and issued peripherals
- If the student ceases to be enrolled in MOUNT IDA SD, the student/parents will return the Chromebook in good working order or pay the full
- \$250.00 replacement cost of the computer. In addition, the student must also return both the Chromebook, AC adapter, and case. Students may be charged for any piece that is not returned.
- In no event shall MOUNT IDA SD 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 Mount Ida Sheriff's Office.

Part One

Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

Student Initials		Parent Initials
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.	
	Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but	
	not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	

	Do your own work! Do not use other people’s intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other’s thoughts. It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else’s identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else’s work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	

Part Two

Student / Parent Information and Signatures (PLEASE PRINT)

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 and Case.

Student’s Full Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent’s Name: _____

Parent Signature: _____ Date: _____

Parent Email: _____

Parent’s Best Contact Phone Number: _____