

## **Mt. Zion Community Unit District #3**

### **Use of Technology – Chromebook Procedures and Information for Students and Parents**

The mission of the 1:1 program in the Mt. Zion CUSD #3 District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

Mt. Zion Schools endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.

#### **1. Receiving Your Chromebook**

##### **a. Parent/Guardian Orientation**

All parents/guardians are required to attend an orientation and sign the Mt. Zion CUSD #3 Chromebook Agreement before a Chromebook can be issued to their student. Orientations will be held multiple times each summer and during transfer/new student registration.

##### **b. Student Distribution**

Students will receive their Chromebooks and cases during the first week of school on deployment day. Students must sign the Mt. Zion Schools Chromebook Agreement at the time they receive their Chromebooks. Students that miss the deployment day will be able to pick up their Chromebooks from the Technical Support Desk located in the Junior High Junior High Library.

##### **c. Transfer/New Student Distribution**

All transfers/new students participate in a school orientation and will be able to pick up their Chromebooks from the Technical Support Desk located in the Junior High Library. Both students and their parents/guardians must sign the Mt. Zion Schools Chromebook Agreement prior to picking up a Chromebook.

#### **2. Returning Your Chromebook**

##### **a. End of Year**

At the end of the school year, students will turn in their Chromebooks and cases. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

##### **b. Transferring/Withdrawing Students**

Students that transfer out of or withdraw from Mt. Zion Schools must turn in their Chromebooks and cases to the main office on or before their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Mt. Zion Schools may be turned over to a

collection agency. The District may also file a report of stolen property with the local law enforcement agency.

### **3. 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 Technical Support Desk (located in the Junior High Library) as soon as possible so that they can be taken care of properly. District-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 except locked in their hallway locker.

#### **a. General Precautions**

- 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 should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

#### **b. Cases**

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- 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.

#### **c. Carrying Chromebooks**

- Always transport Chromebooks with care and in district-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

#### **d. 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.
- 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 (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

#### **e. Asset Tags**

- All Chromebooks will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

### **4. Using Your Chromebook at School**

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

#### **a. If a student does not bring his/her Chromebook to school**

- A student may stop Technical Support Desk and check out a loaner for the day or have his/her teacher call the TSD to have one delivered, if available.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- The TSD will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the Director of Curriculum and Technology's office for those students that have more than one occurrence during the school year.
- The Director of Curriculum and Technology or the Assistant Principal will treat such occurrences consistent with the student handbook, which may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the TSD before 2:30 p.m.
- If a loaner is not turned in by 2:30 p.m., the TSD will submit a report to the Assistant Principal's office and they will work on retrieving the loaner.

#### **b. Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair at the Technical Support Desk.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.

- A member of the Technical Support Desk will contact students when their devices are repaired and available to be picked up.

#### **c. Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in the Junior High Library, study hall, and cafeteria, etc. available to students on a first-come-first-served basis.

#### **d. Backgrounds, Pictures, Themes, and Profile Information**

- Students should make no attempt to change the district assigned background and themes.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Students should not attempt to have any likeness other than their own as a Google Apps for Education Profile Picture.
- Students should not attempt to change their GAFE profile name or information.

#### **e. 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.

#### **f. Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the Junior High Library and other various locations. Because all student work should be stored in an Internet/cloud application, students may not be able to print directly from their Chromebooks at school. Each print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work. Students are expected to print documents and files judiciously and not be wasteful in this practice. Students are not to print without permission from their classroom teacher and/or supervising employee.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

#### **g. Logging into a Chromebook**

- Students will log into their Chromebooks using their school issued Google Apps for Education account.

- Students should never share their account passwords with others, unless requested by an administrator.

#### **h. 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 Chromebook's hard drive.
- The district will not be responsible for the loss of any student work.

### **5. Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi 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 Mt. Zion Schools Internet Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

### **6. 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.

#### **a. Updates**

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

#### **b. 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.

### **7. 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), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or the Technical Support Desk to request the site be unblocked.

### **8. Software**

#### **a. 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, Forms and more.
- All work is stored in the cloud.

### **b. Chrome Web Apps and Extensions**

- Students are allowed to install appropriate 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.

## **9. Chromebook Identification**

### **a. Records**

- The district 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.

### **b. Users**

- Each student will be assigned the same Chromebook for the duration of his/her time at Mt. Zion Schools. Take good care of it!

## **10. Repairing/Replacing Your Chromebook**

### **a. Technical Support Desk (TSD)**

- All Chromebooks in need of repair must be brought to the TSD (Located in the Junior High Library) as soon as possible.
- The TSD staff will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.

### **b. Vendor Warranty**

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Tech Support Internship class.

### **c. Estimated Costs (subject to change)**

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$200.00
- Screen - \$90.00
- Keyboard/touchpad - \$50.00

- Power cord - \$40.00

#### d. **Optional Protection Plan (subject to change)**

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- Parents have the option to obtain an in-house protection plan for their student's Chromebook. Please see information about that plan, its costs, and coverage on the district web page.

### 11. **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a 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 any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

#### a. **Monitoring Software**

1. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
2. District staff have no access to view the Chromebook camera images unless the student has the camera turned on and it becomes part of a screen shot.

### 12. **Appropriate Uses and Digital Citizenship**

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

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 for 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.



# **Mt. Zion Community School District #3**

## **Chromebook Procedures and Information for Students and Parents Agreement Form**

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**As a Junior High or High School student issued a Chromebook by Mount Zion Schools, I hereby agree to comply with all of the procedures and policies presented in this document, as well as the Student Acceptable Use Policy as presented in the district handbook. I understand that violating any of the policies and procedures from the above mentioned documents may lead to restricted privileges with the device or forfeiture of the privilege of utilizing a school issued device for up to the remainder of the school year.**

**Printed Name** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Google Email Address:** \_\_\_\_\_ **@MTZSCHOOLS.ORG**