

# **Madison Central School District**

## *Chromebook Program*

### Chromebook Procedures and Information Handbook *2016 - 2017*



### ***Welcome to a new school year!***

Utilizing the New York State Smart Bond Act Funds the Madison Central School District Board of Education has acquired enough Chromebooks for a 3rd grade - 12th grade 1:1 program. We are all looking forward to the learning opportunities this program will bring to Madison!

## **Why use Chromebooks?**

1. Chromebooks are devices that utilize the “cloud” for applications and saving work.
2. Students get a free cloud-based Google Drive to save all work which can be accessed via any computing device. Chromebooks utilize apps provided by Google (word processing, spreadsheet, email are just some examples) that foster collaboration.
3. Low maintenance: the Chromebook needs little, if any maintenance. It is a completely web--based device so there is no need for downloading or installing software, etc.
4. Virus protection is unnecessary on the Chromebook due to the unique nature of its design.
5. Chromebooks start the second you open the cover and have terrific battery life.
6. Auto--save: Student work on the Chromebook saves automatically to the Google Cloud.
7. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

## **Background Information**

The focus of providing Chromebooks in the Madison Central School District is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers with the help of this device that makes learning more engaging and accessible. Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

## **Goals for Student Users**

- To increase productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in any and all subject areas.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one’s own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

# 1.0 Receiving and Returning a Chromebook

## 1.1 Receiving a Chromebook

- A. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook, AC charger and case.
- B. Parents/guardians and students must sign and return the User Agreement and Parent Permission Form before a Chromebook is issued to the student.
- C. Chromebooks will be labeled in a manner specified by MCSD; this will include the serial number.
- D. The Chromebook and district--issued email account are the property of the MCSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service or cloud-based storage area.
- E. Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the MCSD. Your child will pick up and return a Chromebook from the Technology Coordinator each day for use during the school day. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.

## 1.2 Returning a Chromebook

- A. Chromebooks and all MCSD accessories will be returned during the final week of school so they can be checked for serviceability.
- B. Chromebooks must be returned immediately when a student transfers out of the MCSD, is suspended or expelled, or terminates enrollment for any reason.

## 1.3 Fines Related to a Chromebook

- A. Chromebooks and AC charger will be turned in to the Technology Coordinator when requested, in satisfactory condition.
- B. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook, (\$225). The MCSD Administration will make the final determination of any fees assessed.
- C. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report filed with local law enforcement.**

## 1.4 Taking Care of a Chromebook

- A. Students are responsible for the general care of the Chromebook they have been issued by the MCSD.
- B. Chromebooks that are broken or fail to work properly must be given to the Technology Coordinator for an evaluation of the equipment. Care must be taken to protect the screen.
- C. Students are responsible for anything done using their assigned Chromebook or their google login.
- D. Chromebooks are the property of the MCSD and all users will follow these procedures and the MCSD Acceptable Use Policy.

## 1.5 General Precautions

- A. Each student will receive a google apps account (name@student.madisoncentralny.org). This is a Google Gmail account. Middle School students can only send/receive email from other Madison accounts (other Madison students, teachers and staff). They cannot send email to outside domains.
- B. While the Chromebook is considered scratch resistant, the Chromebook will scratch. Never use any sharp object(s) on the Chromebook.
- C. Chromebooks do not respond well to liquids. Do not apply liquids to the Chromebook.
- D. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- E. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the Technology Coordinator.
- F. Never throw or slide a Chromebook.
- G. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- H. Chromebooks and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the MCSD.
- I. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- J. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- K. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- L. Chromebooks should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- M. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- N. Chromebooks must be fully charged at home each night to be ready for the following school day.**
- O. \*Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.\*
- P. The protective case provided with the Chromebook has sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The Chromebook must be protected by a case at all times.
- Q. Please do not attempt to contact the maker of the chromebook for repair questions. Please contact the school district.

## 1.6 Using a Chromebook at School

- A. Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.
- B. If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.

- C. Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the MCSD.
- D. Chromebooks must be brought to school each day in a fully charged condition.**
- E. Students should provide their own headsets/earbuds.
- F. Internet games are not allowed on the MCSD Chromebooks.**
- G. Students will be given information and instruction on printing with the Chromebook at school.

## **2.0 Legal Issues**

### **2.1 Legal Propriety**

- A. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Library Media Specialist.
- B. Plagiarism is a violation of the MCSD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- C. Use or possession of hacking software is strictly prohibited and violators will be subject to MCSD discipline. Violation of applicable state or federal law may result in criminal prosecution.
- D. Users should have no expectation of personal privacy in connection with their usage of such District network and other technology resources.
- E. Network supervision and security maintenance may require monitoring of directories, messages, or Internet activity.
- F. The District retains the right to monitor, access, and review all messages or information, e.g., files, created, received or sent over, or stored on, District technology and communication networks at all times and without notice in order to determine compliance with the Acceptable Use Policy.
- G. Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. Although efforts are being taken to minimize student exposure to inappropriate material through the use of an Internet filter, it is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using electronic resources like the Internet.
- H. Parent/guardian permission shall be required before a student is allowed to use the Internet at school for educational purposes.

### **2.2 Home Internet Access**

- A. Students will be taking the Chromebooks home. Parents should know that while they are in school they are on our filtered network. While at home students on their chromebook are also monitored and filtered, however, we urge parents to take an interest in what your child is doing on the Internet and to take necessary precautions.
- B. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook and the correct app.
- C. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- D. All activity on the Chromebook and district--issued email account, whether conducted at school or off site, is subject to search as District property.

## **2.3 Using the Chromebook Camera**

- E. The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online.
- F. Cameras may never be used in a locker room or restroom per state statute.**

## **2.4. Repairing or Replacing a Chromebook**

- A. In the case where a Chromebook or district--issued accessory is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook.
- B. The MCSD Administration will make the final determination of any fees assessed.
- C. In the event of a lost or stolen Chromebook, the MCSD may deploy location software which may aid in recovering the Chromebook.
- D. All insurance claims must be reported to the MCSD in cases of theft, vandalism, or other acts.
- E. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

# Madison Central School District

## *User Agreement and Parent Permission Form*

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Madison Central School District.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged. (approximately \$225)
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

**I have read through and accept the Madison Central School District Chromebook Handbook which is posted on the District website.**

I (circle one) **ACCEPT/OPT-OUT** of the MCS Chromebook Program. I understand that if I do opt-out the chromebook will not be allowed to go home and will only be available at school and will need to be picked-up and dropped-off each day. If students do not drop off chromebook they will be given a **detention**. Subsequent offenses will result in loss of technology privileges and other possible consequences. Students are not allowed to bring their own chromebook, laptop or any other device into school without administrative permission.

Chromebook #/Serial #: \_\_\_\_\_ / \_\_\_\_\_ (will be filled out when the chromebook is handed out)

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_