

Mound City R-2 School District Chromebook Handbook

The policies, procedures, and information within this handbook apply to all chromebooks used at Mound City R-2 School District.

Program Description

Mound City Elementary, Middle School and High School participates in a 1:1 initiative. This initiative provides access to online resources for learning by providing a chromebook to every student in grades 1-12. This ensures that students can access needed information and materials for classroom instruction.

Technology Use

All students in grades 1-12 will be issued a school-owned chromebook. All parents/guardians and students will be required to read and abide by the rules and regulations set forth in this handbook as well as the computer user agreement policies found in the student handbook.

Chromebooks are used only for educational use at school and at home. This document will provide information for students and parents/guardians about the general rules of using technology, ownership of the devices, rights and responsibilities for possession of the device, as well as use and care of the devices.

This is a reminder that the use of any technology devices provided by the school is a privilege. Everything done on a school owned device and the school network will be monitored by school authorities. Inappropriate use of school technology will result in disciplinary action such as limited or banned access to computer use and/or legal action as stated in the Mound City R-2 School Handbook.

Ownership of the Chromebook

Mound City R-2 School District holds the right of possession of all Chromebooks. The district provides Chromebooks to students for educational purposes only for the academic year. The administration and faculty has the right to collect and/or inspect the Chromebooks at any time, including electronic remote access and to alter, add, or delete installed software or hardware.

Procedures

Chromebooks will be checked out to students during the first week of school. The Chromebook serial number will be tracked.

The student is responsible for all equipment checked out in his/her name. Therefore students are not to exchange Chromebooks at any time. At the conclusion of the school year, students will be required to check in their Chromebook. Chromebooks will be inspected by the technology director. Students are expected to check in the same serial numbered Chromebook as originally checked out unless a replacement Chromebook has been issued by the technology director.

At any time the chromebook is damaged, students must immediately tell a faculty member or the technology director.

Students will also be responsible for a Chromebook case that will be issued to them at the time of receiving a Chromebook.

Transferring/Withdrawing Students

Students who transfer out of or withdraw from Mound City R-2 School District must turn in their Chromebook and case to the principal's office on their last day of attendance. Failure to do so will result in the student and/or parent/guardian being charged the full replacement cost.

Estimated Costs(Subject to Change)

The following are estimated costs of Chromebook parts and replacements:

- Replacement- up to \$300.00
- Screen Replacement- up to \$80.00
- Keyboard/Touchpad- up to \$60.00
- Power Cord- up to 40.00

Rights and Responsibilities

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 school.

Students' use of the school network and its Internet again is a privilege. A user who violates this policy may have his or her access to the network and Internet terminated. A user violates the policy by their actions, and/or if he or she permits another to use his or her account or password to access the Chromebook network and Internet, including any user whose access has been denied or terminated. The district may take other disciplinary actions in such circumstances.

It is the students responsibility to keep their password confidential. If the student gives their password to another student, they will be responsible to face the consequences if the other student's actions violate the computer policies.

General Use and Care of the Chromebooks

- Students are responsible to treat their Chromebooks with care and respect.
- The Chromebook should be kept clean and free of marks at all times.
- No stickers, writing, drawing, engraving, decorations or otherwise defacing the Chromebook, power cords will result in the loss of privileges.
- Students should protect the Chromebook from extreme heat or cold.
- No food or drinks are allowed near the Chromebook.
- Heavy objects should never be placed or stacked on top of the Chromebooks such as any form of book, sports equipment, musical instruments.
- Chromebooks should never be left unsupervised. Students are responsible if the device is lost or stolen. Unsupervised areas include the school grounds, the cafeteria, vehicles,

bathrooms, computer labs, library, unlocked classrooms, and hallways. If a chromebook is found in an unsupervised area, please take the device to the principal's office.

- Always carry Chromebooks with care and with the screen closed.
- Chromebooks must be in a protective case when being transported outside of the classroom.
- Never lift Chromebooks by the screen.

Use of Chromebooks at School

- Students are expected to charge their Chromebooks at the end of the school day.
- Students should never swap or share their Chromebook with other students. Students are responsible for any loss or damage that occurs to the Chromebook due to swapping devices.
- If a student repeatedly leaves his/her device in a classroom other than their homeroom overnight, other disciplinary actions may be taken.

Negligence is defined as:

- Intentional damage
- Leaving 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 while crossing the street to go to the AG/FACS building.

Consequences for Violations of the Chromebook Policy, Internet Use and Computer Use Policy

As a result of a violation of the Chromebook Policy, one or more of the following disciplinary actions may be taken at the administration's discretion:

- Removal of the Chromebook
- Restitution
- Parent Contact
- Loss of Chromebook rights
- Restriction of Internet Privileges
- Removal of Unauthorized files and folders
- In-School Suspension
- Out-of-School Suspension
- Expulsion

Level One Offenses: Are less serious and begin with a student and/or parent/guardian conference. Examples of Level One Offences:

- Sharing passwords
- Plagiarism
- Bypassing Security controls
- Defacing Computers

- Clearing web browser history
- Creating, accessing, downloading or distributing non-educational materials (games, music)
- Accessing chat rooms, bulletin boards, or blogs without permission from a teacher/administrator
- Failure to follow teacher directives
- Not following online etiquette

Level Two Offenses: Are more serious and begin with a required conference, the restriction of the Internet and/or Chromebook policies. Examples of Level Two Offences:

- Downloading, posting, or distributing materials that are harmful or prejudicial to others, pornographic, obscene, or sexually explicit, or profane, illegal, reference to weapons, alcohol, drugs, guns, gangs, constitutes gambling and are restricted.
- Engaging in online activity that threatens intimates, 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