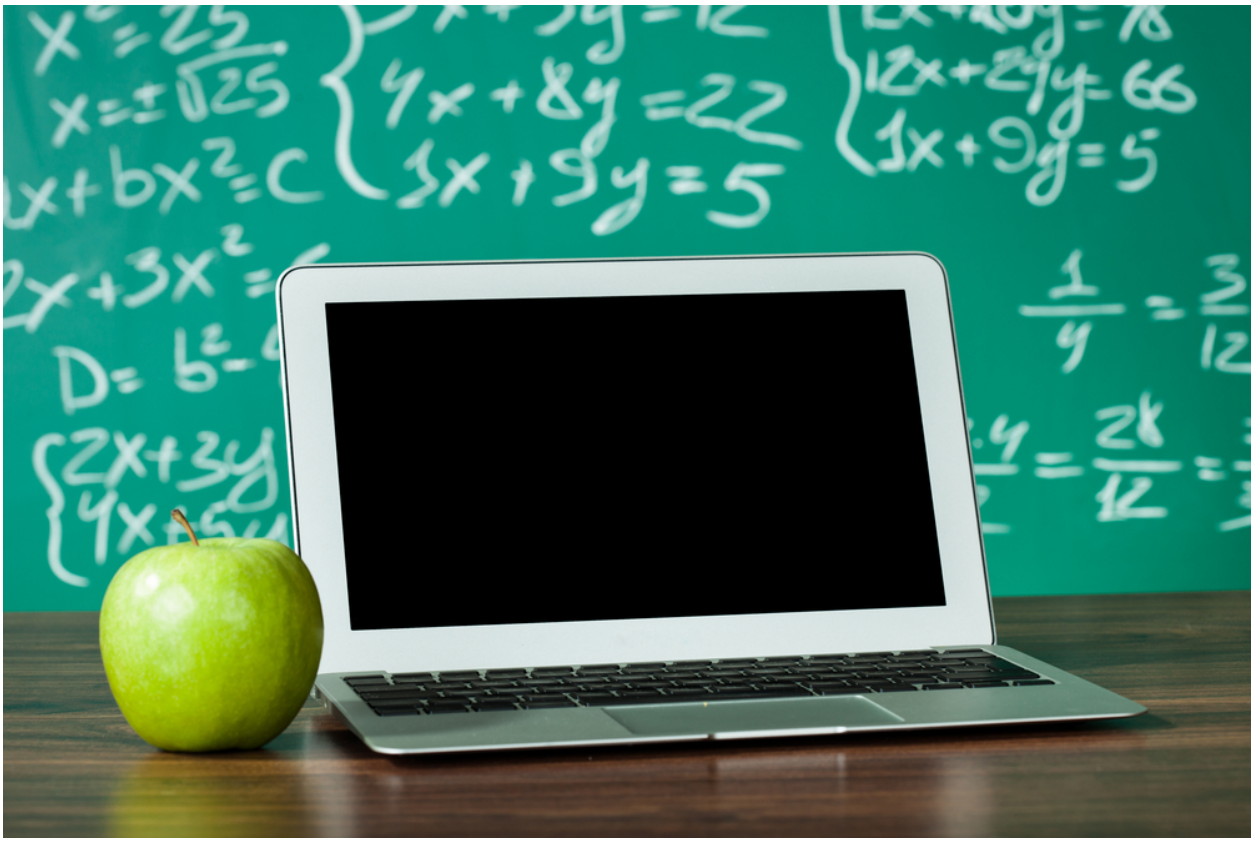
Milan C-2 School District

Chromebook Policy and Usage Handbook



2023-2024

Contents

Our Mission……..……..3

Chromebook Check In and Check Out ……...…….……..4

Chromebook Car..……...……...5

Using Your Chromebook at School..…….…..6

Using Your Chromebook Outside of School….……..7

Managing Your Files and Sharing Your Work …….…….7

Content Filtering……...…….……...……..7

Software on Chromebooks…….……..…….……...8

Acceptable Use Policies and Procedures…….…….8

Copyright and File Sharing……..……...10

Digital Citizenship Appropriate Uses and Digital Citizenship…..…….…….10

Repairs…….…….……..11

Chromebook Protection Policy……...……..……..11

Milan C-2 Student Google Apps for Education…….…….…...13

Chromebook Protection Policy Enrollment Form…..…….……..14

Our Mission:

The Milan C-2 School District's goal is to provide students in grades PreK-12 personal, portable devices to ensure that all students have access to curriculum and tools to develop the skills necessary to be successful in a global society. The mission of the 1:1 program is to personalize learning and establish instructional learning environments that support individualized instruction in classrooms and continued learning at home.

Prior to the 1:1 initiative, the district reviewed the infrastructure and increased bandwidth in each building. In addition, all teachers were issued a Chromebook and provided training on the use and integration of Chromebooks in their classrooms.

The policies, procedures, and information within this document apply to all devices used at Milan C-2 School District by students through our 1:1 initiative.

Milan C-2 School District retains sole right of possession of the Chromebook. Milan C-2 School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Milan C-2 administrative staff and faculty retain the right to log, supervise, access, view, monitor, record, collect and/or inspect Chromebooks at any time for any reason related to the operation of the school , including via electronic remote access and to alter, add or delete installed software or hardware. By using a Chromebook, users agree to such access, monitoring, and recording of their use.

1. **<u>Chromebook Check In and Check Out</u>**

Receiving Your Chromebook:
All parents/guardians are required to acknowledge the Milan C-2 School District Chromebook Agreement during online enrollment before a Chromebook will be issued to their student.

Parents and students must acknowledge the following during online enrollment before a device can be issued to a student:

1. District Acceptable Use Policy
2. Email User Agreement
3. Chromebook Insurance Policy

Transfer/New Student Distribution:
All transfer/new students must acknowledge the Milan C-2 School District Chromebook Agreement before a Chromebook will be issued to the new/transfer student.

Parents and students must sign and return the following documents before a device can be issued to a transfer/new student:

1. District Acceptable Use Policy
2. Email User Agreement
3. Chromebook Protection Policy

Asset Tags and Logos:
All Chromebooks and chargers will be labeled with a school asset tag and Milan C-2 School Logo. Asset tags and logos may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook and/or charger for tampering with a school asset tag or logo or for turning in a Chromebook and/or charger without the assigned school asset tag or logo.

Chromebook Identification Records:
The school maintains a log of all Chromebooks and assigned asset tag numbers, which includes the Chromebook serial number, Chromebook asset tag code, charger asset tag code, and the name and ID number of the student assigned to the device/charger. Each student will be assigned the same Chromebook and charger for the duration of his/her time at Milan C-2 School District. Therefore, it is essential that each student maintains and cares for his/her assigned device and charger appropriately.

Returning the Chromebook and Charger:
Before the last week of school at the end of the school year, all students will turn in their Chromebooks and all peripherals and charger. If a student fails to return the device at the end of the school year or upon termination of enrollment, the student or parent will be responsible for paying full replacement costs for the device and charger. Any loss or damage to a Chromebook or charger is the responsibility of the student and will be handled in a manner consistent with the school policy.

2. <u>Chromebook Care</u>
Students are responsible for the general care of the Chromebook they have been issued by the school. The school district will offer training on general device care tips. These care tips will also be available on the school website for students and parents to view.

Chromebooks that are broken or fail to work properly should be reported immediately by submitting a Chromebook Repair Ticket for troubleshooting assistance, device repair, or replacement checkout. Students who are issued a replacement device will be allowed to take the replacement device home until their device is repaired and returned to the students.

School issued devices should <u>NEVER</u> be taken to an outside vendor for repairs.

General Precautions:
1. The Chromebook is school property and all users will follow this policy and the Milan C-2 School District acceptable use policy for technology.
2. Only use a clean, soft cloth to clean the screen (do not use liquid or cleansers of any type).
3. Cord and cables must be inserted carefully in the device to prevent damage.
4. Chromebooks and cases must remain free of any writing, drawing, stickers or other unacceptable markings. **Only school issued asset stickers may be allowed.**
5. The Chromebook should always be locked or supervised directly by the student to whom it is assigned. For instance, the Chromebook should never be left in an unlocked locker or any unsecured area. Vehicles are not a good storage place either due to temperature control measures.
6. No food or drink should be next to the Chromebook.
7. Students are responsible for keeping their devices charged for school each day.

Carrying Your Chromebook:
1. Never store or transport your Chromebook with the power cord plugged into it.
2. Vents cannot be covered.
3. Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

Students interested in purchasing their own protective case may contact their homeroom teacher for further information.

Screen Care:
Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the device when it is closed.
2. Do not place anything near the Chromebook that could put pressure on the screen. This includes placing an object (pens, pencils, etc.) on the keyboard before closing the lid.
3. Do not place any objects or materials in the carrying case that will press against the cover.
4. Clean the screen with a soft, dry cloth.

3. <u>Using Your Chromebook at School</u>
Chromebooks are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students must be responsible for bringing their Chromebook to all classes each day unless specifically advised not to do so by their teacher.

Chromebooks Left at Home:
If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their device present. Students who forget to bring their Chromebook are able to obtain a Chromebook for checkout from the school library (7-12 students) or from the Elementary Office (K-6 students) as available or phone home to have their device brought to them. These loaner devices can only be checked out for the day and must be returned to the school library at the end of the day. **These devices are not to be taken home. Leaving a Chromebook at home for three or more times will result in a conference with an administrator.**

Charging Your Chromebook:
<u>ALL CHROMEBOOKS MUST BE BROUGHT TO SCHOOL EACH DAY FULLY CHARGED! STUDENTS NEED TO CHARGE THEIR DEVICES AT HOME EACH EVENING!</u>

Milan C-2 School District has charging stations available to students in the Library before school and after school use and all Elementary classrooms are equipped with charging stations. <u>High School students may not go to teachers' rooms before school to charge a device.</u>

Wallpapers, Screensavers, Themes and Background Photos:
Inappropriate media may not be used as a wallpaper, screensaver, theme, or background photo. The presence of guns, weapons, pornographic material, inappropriate language, alcohol, drug, or gang related symbols and pictures will result in disciplinary actions.

Sound on Your Chromebook:
The sound on your Chromebook must be muted at all times unless permission is obtained from the teacher for instructional purposes. **You will be required to bring in your own headphones/earbuds for programs and materials that are required with sound.** Headphone/earbud use at other times is at the discretion of the teacher.

Printing From Your Chromebook:
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 students would like to be done must be accomplished at home or with the assistance of a staff member. 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/.

School Internet Access:
The Milan C-2 School District will provide filtered WiFi access to all district assigned student Chromebooks. No personal student hotspots, including using a mobile device as a hotspot will be allowed for WiFi connection while on school grounds.

Home Internet Access:
Students are allowed to set up wireless networks on their district assigned Chromebook. This will assist them with device use while at home. **Students are NOT required to have wireless access at home as much of the work required for school can be accessed offline as well.**

Hotspot Checkout for Home Internet Access:
Students without access to the internet at home may checkout a hotspot using the Hotspot Request form one to seven days at a time. Hotspots provide internet access through the Verizon cell towers and do NOT have unlimited data. Hotspots have their own education filtering system to keep students from accessing inappropriate material and limit data, therefore YouTube and other streaming services are not supported through a Kajeet. Students that fail to return all or part of their hotspot set (safe carrying case, hotspot, charger, charging brick) will be fined to replace the missing part(s).

4. 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 without an Internet connection. Students are bound by the Milan C-2 School District Acceptable Use Policy, Administrative Procedure, and all other guidelines in this document wherever they use their Chromebooks.

5. Managing Your Files and Saving Your Work
The majority of student work will be saved in Google Drive or Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. You are also allowed to use the offline features in Google Drive and sync documents to your Drive account when you have WiFi access.

6. Content Filtering
The school utilizes an Internet content filter 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. 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 and when using their Google Accounts at home.

7. Software on Chromebooks
The software and applications installed by the Milan C-2 School District must remain on the device in usable condition and be easily accessible at all times.The licenses for this software require that the software be deleted from the device at the end of the year. From time to time the district may add software or applications for use in a particular class. Students are responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Milan C-2 School District technology staff. Chromebooks and accounts will periodically be checked to make sure students are in compliance. From time to time students may be asked to

update and sync to newest versions of district deployed software and apps. The Chromebook operating system, Chrome OS, updates itself automatically. Students are not to manually update their Chromebooks. Users of Milan C-2 School District 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 or devices and are given no guarantees that data will be retained or destroyed. Virus protection is not necessary. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

Additional Software:
Students are NOT ALLOWED to load extra software, games, operating systems, or other programs to their Chromebooks. The Milan C-2 District will manage the Chromebooks so they contain the necessary applications for educational purposes. Students will be asked to sign in on District issued devices using only the account provided by the Milan C-2 School District. If technical difficulties occur or non approved software and applications are installed, the Chromebook will be restored to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to this re-imaging process. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, Computer Crimes, etc. will result in criminal prosecution or disciplinary action by the District.

Inspection of Devices:
Students may be selected at random to provide their Chromebook for inspections. The device is property of the Milan C-2 School District, and any staff member may confiscate any Chromebook or other district owned device at any time for any purpose. Any student who clears a browser's history is admitting to guilt or fault. These rules apply to all use of the device, including use outside of Milan High School.

8. <u>Acceptable Use Policies and Procedures</u>
The use of Milan C-2 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Milan C-2 School District is not allowed by anyone outside the district. This privilege also terminates when a student is no longer enrolled in the Milan C-2 School District. This policy is provided to make sure all users are aware of the responsibilities associated with ethical and lawful use of technology. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary actions shall be applied. The Milan C-2 School District Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities:
- Talk to your students about values and standards that your students should follow while using technology and the internet, just as you do on the use of all other media sources.
- Should you want your student to opt out of taking a Chromebook home, you will need to sign a form indicating this and understand that your student is still responsible for meeting all course requirements.

School Responsibilities:
- Provide Internet access at school and provide individual Google Apps for Education accounts to its students.
- Provide internet filtering on district networks.
- Immediately report inappropriate digital content to the building principal.

- Provide network data storage options; however, Milan C-2 School District reserves the right to review, monitor, and restrict information stored on or transmitted via Milan C-2 School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in the use of the device and help ensure student compliance of the acceptable use policy.

Student Responsibilities:

- Use technology in an ethical and responsible manner.
- Adhere to the Milan C-2 School Acceptable Use Policy
- Use all school resources in an appropriate manner so as not to damage school property. This damage includes but is not limited to the loss of data resulting from misuse or service interruptions caused by the student's own negligence. Use of any information obtained by Milan C-2 School District's Internet System is at your own risk. The Milan C-2 School District specifically denies any responsibility for the accuracy or quality of information obtained through its service.
- Help the Milan C-2 School District protect our computer system by contacting any staff member about any security problems they may encounter.
- Monitor all activity on their Google Apps accounts and or device.
- Students should always secure their Chromebook and Google Apps account by logging off after use and putting Chromebook in protective wear provided by the district.
- Return the Chromebook at the end of the year. Not doing so will result in a charge to student school accounts until returned, and/or potential criminal infraction.
- Students who withdraw, are suspended or expelled, or terminate enrollment in the Milan C-2 School District for any other reason must return their individual device, protective case, and charger on the date of termination.

Activities that are Strictly Prohibited:

- Illegal installation or transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any action that violates existing Board policy or public law.
- Spamming by sending mass or inappropriate emails.
- Gaining access to other students' accounts, files, and/or data.
- Use of the schools internet and email accounts for financial or commercial gain for any illegal activity.
- Students are NOT allowed to give out personal information over the internet-with the exception of teacher directed instances.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalism of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypass the Milan C-2 School District web filter through a web proxy filter.

9. <u>Copyright and File Sharing</u>

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Ignorance of these laws is not immunity. If you are unsure, ask a teacher or parent. Downloading, sharing, and posting online illegally obtained media is against the Milan C-2 School District Acceptable Use Policy.

10. 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:

- **Respect Yourself.** I will show respect for myself through my actions. 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 I post as it is public. I will not be obscene. I will act with integrity.
- **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.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, or harass 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.
- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **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. 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.

11. Repairs:

The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for through an insurance policy or full replacement/repair cost. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device

Damage to a student's Chromebook should be reported immediately to the teacher who will then determine the appropriate action. Parents will be notified in writing via mail or email upon submission of an insurance claim.

Loaner Chromebooks may be issued from the Library Media Center (7-12 students) or the Elementary office (K-6 students) when they leave their Chromebook for repairs as available. Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Students will pay full replacement cost if it's lost or stolen. All loaner Chromebooks must be returned to the Library Media Center as soon as the student device is repaired and returned.

Students experiencing delays on repairs (due to shipment to the warranty center or part ordering) may checkout an overnight loaner. Overnight loaners fall under the same guidelines as devices issued to students for the school year.

12. Elementary ONLY

Elementary students in grades PreK-2nd grade will take their devices home on a limited basis to help them prepare for future responsibilities under the 1:1 initiative. Because PreK-2nd grade will only take devices home on a limited basis, their insurance cost will be $10 per student. All students 3rd-12th grade will pay the insurance cost as outlined in the Chromebook Insurance Policy.

In the event of extended remote learning, ALL students will be able to take their devices home and therefore it is encouraged all students have purchased Chromebook Insurance.

13. Chromebook Insurance Policy;

Chromebook insurance is available for purchase and provides protection against breakage and damages. The insurance coverage **cost per device is $30.00 for the 1st child, $20.00 for the 2nd child, $10 for each additional child in grades 3-12 annually and $10 per device for students in grades PreK-2nd annually.** The Insurance Policy covers **one repair per device** in full for damage or breakage of any Chromebook parts. **This Insurance fee is non-refundable.** The Chromebook Insurance must be purchased in full before the first repair can be processed. Choosing to not purchase the Chromebook Insurance will result in the student being responsible for the full cost of replacement/repair. Subsequent repairs within the school year will be billed the repair or replacement cost. If payment is not made at the time of repair, a fine will be assessed to the student's account. The insurance does not provide replacement for a device damaged beyond repair. In the event that the Chromebook is damaged beyond repair, the student will be responsible for the full cost of the replacement Chromebook. Any concerns/grievances need to be taken to the building principal.

Current Chromebook Replacement Costs

Item	*Replacement Cost*
Chromebook (Includes device, management software, & engraving)	$260.00
Charger/Power adapter	$30.00
Screen	$30.00
Keyboard/touchpad	$60.00
Main System Board	$80.00
Kajeet SmartSpot	$100.00

**Prices vary based on market value.

Milan C-2 Student Google Apps for Education
Email Registration

Please fill out all of the fields below. PLEASE PRINT

First Name:_____ **Last Name:_____**

Date of Birth:_____ **Graduation Year:_____**

1. Account will stay active until December 31st the year of your graduation date unless otherwise terminated.
2. Students should exercise caution in using email to communicate confidential or sensitive matters. Do not assume email is private or confidential.
3. All messages, files, folders, and documents that exist at the time an account is terminated will be deleted and are unrecoverable.
4. Students will properly identify themselves as originators of email messages, and refrain from using email for any purpose that is inconsistent with the policies regarding the conduct of students in Milan C-2 School District. Students should not deliberately alter or try to conceal their true identities, return mail address, or the original location of the message.
5. Students are responsible for the activity of his or her assigned account. If a student suspects that another person has accessed his or her account, the Building Principal should be notified immediately.
6. Students shall not send messages or postings that may be used to intimidate, bully,harass, or that could be constructed as abusive or offensive.
7. Students should not participate or create chain letters (e.g. any communication which requests or demands the recipient to forward the message to one or more individuals).
8. Students will respect the laws governing the use of copyrighted and intellectual property.
9. Students shall not use their email accounts for commercial activities that are not in support of education, research, public service or that of any other agency.
10. The Milan C-2 School District reserves the right to review any email sent or received through the use of this account.
11. Violations of any of the above conditions can result in the termination of the email account. The Milan C-2 School District will be the sole arbiter of what constitutes a violation.

Student Signature:_____ **Date:_____**

Email accounts are filtered for unverified and unsolicited email. This is done in an effort to limit the amount of "junk" mail delivered. This practice may result in the inability to receive mail from some free or improperly configured email services. This filtering does not guarantee the filtering of potentially inappropriate email. Parents need to be involved with their child's Internet and email use. Know who they are emailing and what Internet sites they are visiting. Additional information can be found on the District website.

Parent Signature:_____ **Date:_____**

Milan C-2 School 1:1
Chromebook Insurance Enrollment Form

Student 1 Name:_____School Year:_____Grade:_____

Student 2 Name:_____School Year:_____Grade:_____

Student 3 Name:_____School Year:_____Grade:_____

Student 4 Name:_____School Year:_____Grade:_____

Student 5 Name:_____School Year:_____Grade:_____

Elementary ONLY
Elementary students in grades PreK-2nd grade will take their devices home on a limited basis to help them prepare for future responsibilities under the 1:1 initiative. Because PreK-2nd grade will only take devices home on a limited basis, their insurance cost will be $10 per student. All students 3rd-12th grade will pay the insurance cost as outlined in the Chromebook Insurance Policy.

In the event of extended remote learning, ALL students will be able to take their devices home and therefore it is encouraged all students have purchased in the Chromebook Insurance.

Chromebook Insurance Policy;
Chromebook insurance is available for purchase and provides protection against breakage and damages. The insurance coverage **cost per device is $30.00 for the 1st child, $20.00 for the 2nd child, $10 for each additional child in grades 3-12 annually and $10 per device for students in grades PreK-2nd annually.** The Insurance Policy covers **one repair per device** in full for damage or breakage of any Chromebook parts. **This Insurance fee is non-refundable.** The Chromebook Insurance must be purchased in full before the first repair can be processed. Choosing to not purchase the Chromebook Insurance will result in the student being responsible for the full cost of replacement/repair. Subsequent repairs within the school year will be billed the repair or replacement cost. If payment is not made at the time of repair, a fine will be assessed to the student's account. The insurance does not provide replacement for a device damaged beyond repair. In the event that the Chromebook is damaged beyond repair, the student will be responsible for the full cost of the replacement Chromebook. Any concerns/grievances need to be taken to the building principal.

Current Chromebook Replacement Costs

Item	*Replacement Cost*
Chromebook (Includes device, management software, & engraving)	$260.00
Charger/Power adapter	$30.00
Screen	$30.00
Keyboard/touchpad	$60.00
Main System Board	$80.00
Kajeet SmartSpot	$100.00

I acknowledge that I have read, understand and agree to all the terms outlined on this form and **CHOOSE TO ENROLL** in the Chromebook Insurance Policy. (Please return this form along with payment to the **High School Office**-all payments, PreK-12, for Chromebook Insurance will be taken there)

Does your child have access to WiFi at home? ___ Yes ___ No ___ Limited

Students without access to WiFi may check out a Kajeet SmartSpot (Verizon Hotspot) for home use on a day-to-day basis. Loss or damage of the device will result in a $100 replacement fine.

Parent or Guardian Printed Name _____

Parent or Guardian Signature _____ Date_____