General Information for Families

Beginning in 2016, the District implemented the G Suite for Education (previously called the Google Suite) with the idea to promote collaboration among teachers, students and staff, to increase efficiency and, ultimately, to provide a foundation for a 21st-century curriculum that's increasingly enhanced by technology. The District also invested in G Suite-compatible Chromebooks, which today, are shared across all grades and classrooms every day. With teachers utilizing more technology in the classroom to facilitate student learning and personalize instruction, and as students and teachers increasingly collaborate on projects and homework, the decision to move to a 1:1 Chromebook ratio for all Maryville R-II students ensures the same access to learning tools for all.

Device Information

For the 2023-2024 school year, students in grades 5-12 will be issued a District-owned Chromebook. These devices will be assigned to a student and permitted to travel with the student to and from school.

Device Distribution

All 5th through 12th grade students will receive their devices over the course of the first three days of school during textbook distribution. Students will receive their Chromebook and AC adapter. Each component has a unique district asset tracking tag. At this time, policies and procedures will be reviewed with students and students will sign off on the Student Chromebook Contract.

Each Chromebook and the student to whom it was assigned will be recorded in the District's inventory system.

Student Chromebook Contract

Each student receiving a Chromebook will be required to complete a Student Chromebook Contract (see appendix A). After Chromebooks are issued, the user will be presented with a digital version of the contract. In order to proceed, the contract must be read and agreed to by the student.

Parent/Guardian Chromebook Agreement

As part of the annual back-to-school updates completed by families online, a Chromebook page is located in the Agreements section. This page will contain information on the families' responsibility for Chromebook care and repair costs.

Repair Fees and Optional 1:1 Risk Management Plan

Students will be provided a Chromebook and AC adapter at the onset of the school year. Unless the Chromebook or AC adapter are damaged or lost, no required Chromebook-related fees will be assessed.

Students are responsible for taking care of their District-issued Chromebook. In the event the Chromebook or AC adapter (charging cable), is damaged or lost, fees will be assessed at the time a repair claim is created, using the fee schedule below..

Chromebook Repair/Replace Fee Schedule	
Damaged Item	**Repair/Replace Cost**
Chromebook replacement	$250 per incident (if not covered under protection plan)
Chromebook Screen Replacement	$50 per incident (if not covered under protection plan)
AC adapter (charging cable)	$30 per incident
Keyboard Replacement	$25 per incident (if not covered under protection plan)

The District is providing an optional 1:1 Chromebook Risk Management Plan. For $25 per Chromebook per year, a student's Chromebook is covered for the following issues:

Broken glass screen
Charger port failure
Theft - with Police Report
Broken LED/LCD displays
Accidental damage
Power surge, fire and flood
Water damage
Vandalism
Electrical failures

Although not required, **the District strongly encourages families to purchase the Risk Management Plan for each student's Chromebook each school year**. The $25 is less expensive than a Chromebook repair for an unprotected device. For example, in the event a Chromebook is damaged beyond repair the cost without a protection plan in place is $250. Instead, with a protection plan in place, the Chromebooks are fully covered by paying for the $25 Risk Management Plan. **Lost Chromebooks are not covered by the Risk Management Plan.**

The Risk Management Plan can be purchased as part of the district registration process or upon enrollment in the district. If you are starting the school year on the first date of attendance, the RIM plan must be paid for by September 1. The Risk Management Plan only covers completed repair claims made AFTER payment has been received (i.e. coverage is not retroactive and does not cover repairs made/assessed prior to the payment of the 1:1 Risk Management Plan). As a result, **families are highly encouraged to purchase the Risk Management Plan as soon as it is available.**

Beginning with our online registration process, for each family with student(s) in grades 5-12, an optional $25 fee named "Risk Management Plan" will be loaded into SIS Portal accounts. There will be one optional protection plan fee listed for each student who will be issued a Chromebook. Upon payment, the device issued to the student for whom payment was made, will be covered for one academic school year. The $25 fee will not be prorated if paid after the start of the school year.

The Risk Management Plan is an annual program that must be renewed each school year. Also, the plan is applied per Chromebook, not per family. For example, in order to be fully covered, a family with two students in grades 5-12 would need to purchase two Chromebook Protection Plans - one for each

Chromebook. However, for families with more than 3 students enrolled in the program the total cost for the plan will not exceed $75. If a device is lost, stolen or damaged beyond repair and a new device is issued, a new Risk Management Plan needs to be purchased for the new device.

Whether or not a Chromebook is covered by the 1:1 Risk Management plan , upon needing repair, students should follow their building's repair process.

1:1 Risk Management Protection Plan Limits

AC adapters are not covered by the plan. If this accessory is damaged, lost, or stolen, the student will be charged according to the fee schedule regardless of whether or not a protection plan was purchased. These fees will be made available for payment online.

 Damage to a Chromebook that is determined by building administration to be intentional, is excluded from Risk Management Plan coverage. Repair or replacement for intentional damage will result in assessed fees.

Reporting a Chromebook Issue

Students will be responsible for reporting when their Chromebook is damaged, lost, stolen, or not functioning properly. The process to report a Chromebook issue varies by school building:

Middle School

Lost/Damaged/Forgotten/Stolen Chromebook

·   Student reports to the office with Chromebook

·   If necessary a loaner Chromebook is checked out to student

·   Technology borrowed from the office will need to be returned to the office by the end of the day unless the student has homework and doesn't have a device at home to use.

·   No more loaners will be issued until the one borrowed is returned

1.   Damage

a.   Office Personnel will put in work order for repairs to the Chromebook

b.   Office Personnel will determine if the RMP fee has been paid.

c.   Office Personnel will enter the information into the Tech Issues Spreadsheet

d.   Building Administration will call Parent/Guardian to inform them of the issue

e.   Tech Team fixes/replaces Chromebook

f.   Office Manager will issue charges if applicable

g.   Chromebook is issued back to the student and the loaner is returned to office

2.   Lost/Stolen

a.   Office Personal will call the Tech team to have the Chromebook deactivated

High School
Lost/Damaged/Forgotten/Stolen Chromebook

a. Student sees Mrs. Offutt in the Library

b. If necessary a loaner will be issued to student

· Technology borrowed from the library is to be returned at the end of the

   school day or the students account will be charged as noted in the

   handbook

· No more loaners until technology is returned or paid for

· Students get 5 loaner checkouts per semester

· Upon 3rd checkout a notice will be sent to parent/guardian and student

   that they only have two checkouts left for the semester.

Student Responsibilities

Students grades 5-12 are required to bring their Chromebook to school each day, **fully charged**. A forgotten Chromebook may result in a lack of participation in learning activities and additional work for a student to complete outside of class. Loaner policies and check out locations per school are listed in the "Reporting a Chromebook Issue" section of this document.

Repeated events will be dealt with by building administration as a discipline matter. *It is imperative that students bring their Chromebooks every day fully charged.*

It is the student's responsibility to take their Chromebook home each night and fully charge the device using the provided AC adapter.

District buildings and classroom spaces cannot accommodate charging for multiple student devices. As a result, it is imperative that students bring a fully charged Chromebook with them each day.

A small number of unsecured charging locations will be provided in each building to assist students with 'emergency' charging needs. These will be on a first-come-first-serve basis and should not be relied upon for regular charging needs. Students are responsible for their device while it is charging and should never leave the device unattended.

Repeatedly bringing a device that is not fully charged may be dealt with by building administration as a discipline matter.

Device Repair

Students must immediately report a damaged Chromebook following the steps described for their school in the "*Reporting a Chromebook Issue*" section of this document.

Chromebooks are the property of the Maryville R-II Schools and should only be repaired by designated Maryville R-II staff. Students should not attempt to repair their Chromebook.

The process for having a Chromebook repaired varies by School. Please see the "*Reporting a Chromebook Issue*" section of this document for details.

Loaner Chromebooks will be signed out to students who have submitted their device for repair.

Loaner Chromebooks must be returned upon receiving their repaired device. If loaner is not returned at time of pick up, the repaired device will not be given to the student.

If a 1:1 Risk Management Plan has been purchased for the damaged device, there will be no charge for the repair (excluding damaged AC Adapter). If a device is damaged beyond repair and a new device is issued, the student will have the option to purchase a new 1:1 Risk Management plan for the new device.

If no 1:1 Risk Management Plan is in place for a damaged device, the student will be charged according to the fee schedule.

Lost or Stolen

A lost Chromebook is not covered by the Risk Management Plan. Full replacement cost of $250 will be charged to the student's account.

Students must immediately report a lost or stolen Chromebook following the steps described for their school in the "Reporting a Chromebook Issue" section of this document.

Chromebooks that are reported stolen by school security personnel and/or building administration will be replaced by the District. A completed police report must be provided in order to have a Chromebook considered stolen.

Lost or stolen Chromebooks will be disabled by the IT Department

A student will be issued a loaner Chromebook until their Chromebook is found or replaced

Intentional Damage

Students must immediately report a damaged Chromebook following the steps described for their school in the "Reporting a Chromebook Issue" section of this document.

Damage to a Chromebook that is deemed by building administration to be intentional will be charged to the student/parent/guardian at full replacement cost.

Intentional damage is not covered by the 1:1 Risk Management Plan

Lost or Damaged AC Adapter

Students will have an AC adapter assigned to them for the purpose of keeping their Chromebook charged and ready for their school day. This charger will have a number assigned to it and the exact charger will be expected to accompany their Chromebook on check-in day at the end of the year.

If the AC adapter that is assigned to a student is lost or damaged, students will report the issue to their building office and a replacement will be provided by IT staff. The cost to replace an AC adapter is $30 per incident and is not covered by the Risk Management Plan.

3rd party (purchased from Amazon, Walmart, etc.) AC adapters will not be accepted as a replacement for lost or damaged AC adapters that the R-II School District supplied.

Bring Your Own Device (BYOD)

All students in fifth through twelfth grade are expected to have their own device for use at home and school. Students will be provided a district issued device for this purpose. However, families may choose to "opt out" of this program if they are able to provide access to an alternative device that they provide for their student's use. This may happen if a student is enrolled in a Dual Credit class through NWMSU and is provided with a university issued laptop, or if a family chooses to provide their child with their own personal family owned device. It is important that all students have in their possession a computing device for use in the learning process at both home and school.

Chromebook Care

Students are responsible for the general care of the Chromebook issued to them by the school. Students should follow their school's Chromebook repair process if their device is damaged or not functioning properly (see Reporting a Chromebook Issue section)

Guidelines

Just like any school property issued to students for individual use, students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order; therefore, general care is expected at all times. Students are responsible for any and all damage. Use the following guidelines to ensure proper care of your Chromebook:

Use a clean, soft cloth to clean the screen; do not use cleansers or liquids of any type to clean the Chromebook.

Do not lean on the top of the Chromebook when it is closed.

Do not place anything on the Chromebook that could put pressure on the screen.

Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

Insert cords and cables appropriately; do not force any cords when plugging into the Chromebook or electrical outlets.

Do not eat or drink over your Chromebook. Keep liquids out of your backpack or bag when your Chromebook is in it.

Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made by the Maryville R-II Technology Department.

Store Chromebook in a secure location. For instance, electronic devices should never be left in an unlocked locker, car, or any unsupervised area. Unsupervised areas include the school grounds, including but not limited to the gyms, locker rooms, library media centers, unlocked classrooms, hallways and school buses. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Library Media Center or Office. Repeat offenders may be dealt with as a disciplinary matter.

Carrying Your Chromebook

Properly protect the Chromebook while transporting it to and from school. Additionally, securely carry the device between classes. Students should not over-stuff their backpacks or squeeze or put pressure on their Chromebooks, as this may cause screen damage.

Protecting Your Chromebook

Electronic Device Identification- Each student's electronic device will be labeled in the manner specified by the technology department and can be identified in the following ways:

Serial number
Maryville R-II label
Student identification sticker

Asset tags, labels, and identification stickers 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.

Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in a safe location. If a student is storing the Chromebook in his or her assigned locker, nothing should be placed on top of the Chromebook. Chromebooks should not be stored in a vehicle at any time due to temperature extremes that can damage the device.

Using your Chromebook

Saving Work with Your Chromebook

Students will save work in their Google Drive which will be accessible on or offline. Each Chromebook has space for saving documents while offline, and students are able to create or edit documents while offline. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing work.

Network Connectivity

Maryville R-II School District makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data. If you are creating documents online with Google Docs, all your work is automatically saved as you work.

Installed Applications, Extensions and Add-ons

The applications originally installed by the Maryville R-II School District must remain on the Chromebook. All apps, extensions and add-ons will be managed, installed and/or removed by Maryville R-II Schools. From time to time, the District may add applications, extensions or add-ons. Periodic checks of the Chromebooks will be made to ensure that students have not removed required software/applications.

Inspection

Students may be selected at random to provide their Chromebook for inspection. Chromebooks are the property of the Maryville R-II School District. Any staff member may confiscate any Chromebook at any time for safety and security purposes.

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. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity, including all documents or files on student Chromebooks no matter where or when the documents were created.

1:1 Responsible Use

The use of a Maryville R-II Schools' one-to-one Chromebook resource is a privilege, not a right.

Before using any technology resources provided by Maryville R-II Schools, all students must read, acknowledge, and follow the District's Acceptable Use Policy.

In addition, students in grades 5 - 12 who are part of the District's one-to-one program, are held to the following responsibilities and Maryville R-II Digital Citizenship Guidelines.

Student Responsibilities

Students must use Chromebooks in a responsible and appropriate manner, adhering to the Maryville R-II Digital Citizenship Guidelines.

Students must obey the general school rules and adhere to the Responsible Use of Technology section of the Student Handbook and the Maryville R-II Acceptable Use Agreement

Students must follow all faculty and staff directives and instructions regarding Chromebook use.

Chromebooks must remain free of inappropriate writing, drawing, stickers, or labels related to gangs, tobacco, drugs, alcohol, violence, discrimination, profanity, or any other school prohibited forms of expression, including sexually explicit content. Photos that include, but are not limited to, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

Students must understand that the use of any information obtained via the Internet is at the student's own risk. Maryville R-II School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Students must help the Maryville R-II School District protect its users by contacting any staff member about any security problems encountered.

Students must take responsibility for any activity on their computer by monitoring their Chromebook/account(s).

Students should always secure their Chromebook after they are done working to protect their work and their Chromebook.

Students must notify an adult if he or she receives and/or encounters inappropriate digital content.

Students who withdraw, transfer, are expelled, or terminate enrollment from school for any other reason must return their Chromebook prior to the date of termination. Any Chromebook not returned will be disabled and reported as stolen to the police department.

Students must protect their passwords and personal information.

Students are responsible for bringing their charged Chromebook to class every day. Students are responsible for completing all digital coursework assigned.

Students must immediately report a missing or stolen Chromebook to the Library Media Center or Office. Refer to specific school policies in the "Reporting a Chromebook Issue" section.

Students must give credit to all sources used, whether quoted or summarized, including all forms of media on the Internet, such as graphics, movies, music, and text. Students must demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way. Plagiarism is a violation of student handbook and classroom policies.

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law does not allow immunity. If you are unsure, ask a teacher or parent.

Students will only take video or record sound with their Chromebook when it is part of a class or lesson. Chromebooks are not to be used at any time in the following building locations: bathrooms, locker rooms, nurse's office.

Maryville R-II Digital Citizenship Guidelines
When using any technology, both at school and at home, students must:

Be responsible and safe users of any technology tool.
Support others by being respectful in talking to and working with them.
Not initiate or participate in online bullying, including forwarding messages and supporting others engaging in inappropriate actions.
Report to an adult if the student feels unsafe or uncomfortable online or sees a friend being unsafe or being made to feel uncomfortable by others.
Use technology as directed by teachers and for learning purposes.
Be responsible for the security of the device at all times.
Keep themselves and fellow students safe by:
○ Not giving out personal information online.

○ Protecting passwords and access information.

○ Guarding against cyberbullying.

Credit the intellectual property of others when used in school work.
Think critically about the information found online to determine the reliability of that information.
Talk to a teacher or another adult if:
○ Help is needed online.

○ The student comes across sites that are not suitable.

○ Someone writes something that causes discomfort or asks for   private information.

○ The welfare of other students at the school is being threatened.

Only use technology during a testing situation that has been permitted by the teacher or proctor. Any unapproved device used during a test may be confiscated and the test score may be negatively affected.
Take photos and record sound or video only when it is part of a class or lesson.
Seek permission from individuals involved PRIOR to taking photos/videos or recording audio.
Seek written permission from individuals involved PRIOR to publishing or sending photos, audio or video to anyone else or to any online space.

Please continue to the next page to the Appendix for the signature of acceptance to the Risk Management Program or decline.