



# Mechanicsburg Exempted Village School District

## 1:1 CHROMEBOOK GUIDELINES & PROCEDURES

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# Mechanicsburg 1:1 Chromebook Initiative

The goal for the Mechanicsburg 1:1 Chromebook Initiative is to create a collaborative and safe learning environment for students and staff in the 2nd through 12th grades. 1:1 implementation is varied based on student age. Students in grades K and 1 will use chromebook carts, students in grades 2, 3, and 4 will utilize classroom device sets, students in grade 5 will be responsible for a 1:1 device, but will not take it home, and students in grades 6 through 12 will be responsible for a 1:1 device that goes home. This environment will enable teachers to implement transformative uses of technology while enhancing student engagement with content and promoting the development of self-directed, responsible, life-long learners. Students will transition from consumers of information to creators of content.

The district will continue to provide professional development for teachers, to assist with integration of technology tools into the curriculum to enhance instruction and assessment. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

## Device Purpose

The Mechanicsburg Exempted Village School District is supplying students and staff with a chromebook device that is the property of the school district. The purpose of the device is to provide individual access to needed education related materials and resources, and to be a tool for students to use to create lesson content such as presentations, videos, documents, and graphs. The chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites.

## Social Networks

Please be advised that most if not all social networks have age restrictions and the school is not permitted to allow underage students access with district owned devices. The district will also assist the authorities as well as social networks to provide an accurate age and login information if requested.

# RECEIVING/RETURNING YOUR CHROMEBOOK

## District Issued Chromebooks

- Chromebooks will be distributed within the first two weeks of each school year.
- Parents/Guardians and students **MUST** sign and return the **Mechanicsburg Responsible Use Agreement** form before the chromebook can be issued to any student.
- This Chromebook Policy Handbook outlines the procedures and policies for families to protect the chromebook investment for the Mechanicsburg Exempted Village School District.
- Chromebooks will be collected at the end of each school year for students in grades 5 to 12. While enrolled at the Mechanicsburg Exempted Village School District, students will be assigned a chromebook in grade 5 that they will use for four years. Then in grade 9 they will receive a different chromebook that they will use through graduation.

## Student Owned Devices

- Students should bring only their Mechanicsburg Exempted Village School District issued 1:1 device to school - personal devices should be left at home.
- Student owned devices are not supported by the district.
- The Mechanicsburg Exempted Village School District is not responsible for damage, loss, theft or technical support issues of student owned devices.
- Students who bring a personal device do not rescind the District's right to inspect the device at any time while on school district property.

## Fees Associated With Chromebooks

- There will be a student fee of \$25.00 per year for four years.

	1st Year	2nd Year	3rd Year	4th Year
 <b>Student Fees</b>	\$25	\$25	\$25	\$25

## Probationary Student Privileges

- To protect the assets of the Mechanicsburg Exempted Village School District, a student receiving disciplinary action for inappropriate use will be required to turn in his/her chromebook to their first period teacher at the end of each day for a period of two weeks unless otherwise specified in the [Acceptable Use Policy](#). The designated representative will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.
- Students who will be included as probationary will be the following:
  - Students with poor attendance records.
  - Students who have violated the Acceptable Use Policy during the current or previous semester.

## Returning District Owned Chromebooks

- All district owned chromebooks must be returned at the end of the school year so that they can be prepared for the next year.
- Any student who leaves the District must return their district owned chromebook to the classroom teacher, building secretary, or technology department.
- Any chromebook that is not returned will be considered stolen property and law enforcement agencies will be notified.

# **CHROMEBOOK CARE**

## **Responsibility**

- Students are responsible for the general care of the chromebook they have been assigned by the district.
- Chromebooks that are broken or fail to work properly, must be reported to Technology Support or a classroom teacher 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

## **General Precautions**

- Always unplug the chromebook charger when not charging the device.
- No food or drink is allowed next to the chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the chromebook - improper use will result in damage.
- Never transport the chromebook with the power cord plugged in.
- Never transport the chromebook while the screen is open - chromebook lids should always be closed and tightly secured when moving.
- Chromebooks must remain free of any writing, drawing, or stickers.
- An identification label with the student's name will be applied to the chromebook by the Technology Department. This tag must not be removed or altered in any way.
- DO NOT cover chromebook vents - they allow proper ventilation to flow under the chromebook.
- Never leave the chromebook in a car or any unsupervised area (or any area with extreme temperatures).
- Chromebook screens are easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
  - Do not lean or put pressure on the top of the chromebook when it is closed.
  - Do not store the chromebook with the screen in the open position.
  - Do not place anything near the chromebook that could put pressure on the screen.
  - Do not place anything in a carrying case or backpack that will press against the chromebook
  - Do not poke the screen with anything that will mark or scratch the screen surface.
  - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, headphones, or disks).
- Clean the screen with a soft, dry microfiber or anti-static cloth.
- Be cautious when using cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents, and some solvents can damage the screen. Try to always use a water dampened towel or a highly diluted solvent.

# **USING YOUR CHROMEBOOK AT SCHOOL**

- Chromebooks are intended for use at school each day.
- In addition to classroom use, chromebooks can be used for accessing schedules, announcements, calendars and school messages.
- Students are responsible for bringing their chromebook to all classes, unless specifically advised not to do so by their teacher.
- While at school, chromebooks should be locked in lockers when not in use.

## **Charging And Transporting Your Chromebook**

- Students are responsible for bringing completely charged chromebooks for use each school day.
- Always bring the chromebook to school in the assigned bag.
- Always bring the chromebook charger to school each day in the assigned bag.
- Students should charge their chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action.

## **Chromebooks Left At Home**

- If students leave their chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from the classroom if one is available.
- Repeat violations of this policy will result in disciplinary action.

## **Chromebooks Under Repair**

- The Technology Department may issue a “loaner” chromebook to a student if a repair requires additional time to complete.
- Students using these loaner chromebooks will be responsible for any damages incurred while in possession of the chromebook. Students (and Parents/Guardians) are responsible for the full replacement cost if the loaner device is lost or stolen.

## **Backgrounds And Passwords**

- Inappropriate graphics or pictures cannot be used as a screensaver or background.
- Any graphic/image containing guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
- Students are responsible for what their accounts are used for. Protect your online identity - do not share your passwords.

## Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

## Printing

- Digital sharing of documents is encouraged - printing is discouraged.
- Printing for home use is done through Google Cloud Print. More information on home printing can be obtained here: <http://support.google.com/cloudprint/?hl=en>

## Account Access

- Students will only be able to login to district provided chromebooks using their @mcburg.org Google account



# **MANAGING & SAVING YOUR WORK ON A CHROMEBOOK**

- Mechanicsburg Exempted Village School District uses the Google Apps for Education suite of products (G-Suite). Applications in the suite include mail, calendar, docs (word processing), sheets (spreadsheets), slides (presentations), drawings and forms. Because it is an online environment, it allows students to collaborate in real time, and access their G-Suite created content from anywhere.
- With a wireless Internet connection, you can access your documents and files from any chromebook, anywhere, at any time, no matter where you are.
- All items are stored online in the Google Cloud environment.
- Prior to leaving the district (e.g. graduating seniors), students can use [Google Takeout](#) to transfer any work to a personal gmail account.
- If a chromebook needs repaired, it may require a reload of the operating system which will delete all locally stored files on the chromebook. Make sure all files are stored in Google Drive.
- All files should be stored in Google Drive, so there's no need to worry about lost homework.

## **CHROMEBOOK OPERATING SYSTEM NOTES**

### **Updating Your Chromebook**

- When a chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system. There is no need for time-consuming installs, updates, or re-imaging.
- Currently, Google is supporting device updates for five years
- Because of state testing, the district may either temporarily restrict or force operating system updates as necessary.

### **Virus Protection**

- With defense-in-depth technology, the chromebook is built with layers of protection against malware and security attacks.

### **Procedures For Restoring Your Chromebook**

- All support for district owned devices is handled by district Technology Support.
- If the chromebook appears to have an operating system issue, contact Technology Support

# **ACCEPTABLE USE GUIDELINES**

## **General Guidelines**

- [Responsible Technology Use Guidelines](#)
- [Student Network and Internet Acceptable Use and Safety Agreement](#)
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Mechanicsburg Exempted Village School District.
- Students are responsible for their ethical and educational use of Mechanicsburg Exempted Village School District technology resources.
- Access to the Mechanicsburg Exempted Village School District technology resources is a privilege and not a right. Each employee, student and/or parent/guardian will be required to follow the [Acceptable Use Policy](#).
- 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 viruses.
- Any attempt to alter data, the configuration of a chromebook, or the files of another user, without the consent of the individual, building administrator, or Director of Information Technology, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies. [7530B - TECHNOLOGY EQUIPMENT SECURITY PROCEDURES](#)

## **Privacy And Safety**

- Do not go into chat rooms or send chain letters. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords (yours or other people's) online.
- There is no expectation of confidentiality with respect to content created using district tools and stored in district accounts.
- File storage is not guaranteed to be private or confidential as all chromebook equipment is the property of the Mechanicsburg Exempted Village School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.
- SPAM filters are in place to protect Mechanicsburg Exempted Village School District staff and students, however from time to time messages sent in your email may get through. Please report these message as SPAM within the Gmail app, and report it to [SUPPORT@MCBURG.ORG](mailto:SUPPORT@MCBURG.ORG)

## Legal Property/ Copyright/ Plagiarism

- Always comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask.
- Plagiarism is a violation of student policy. Credit all sources used, whether quoted or summarized. This includes all forms of Internet media such as graphics, movies, music, and text.

## Technical Issues

All of the following are prohibited:

- Knowingly performing actions that cause technical difficulties to the system, other users, or the Internet. Attempting to hack, alter, harm, destroy or interfere with the normal operation of district technology resources.
- Attempting to bypass school Internet filters or to access other accounts or restricted information. Uploading, downloading, creating, or transmitting a virus, worm, or other harmful component or corrupted data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

## Email And Electronic Communication

- Always use appropriate and proper language in online communications.
- Do not transmit language/ material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or SPAM emails.
- Email or other communications sent / received should be education related only.
- Electronic mail and online communications, network usage, and all stored files shall not be considered confidential and may be inspected at any time by designated district staff to ensure appropriate use.

## Consequences

- Students are responsible for their assigned chromebook device and for appropriate use of the device and their district account login.
- Non-compliance with the policies of this document or the [Responsible Technology Agreement](#), will result in disciplinary action.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Ohio Open Records Act; proper authorities will be given access to their content.

## **At Home Use**

- The use of chromebooks at home is encouraged.
- Chromebook care at home is as important as it is in school, please refer to the care section.
- Transport your chromebook in the assigned chromebook bag.
- School district supplied filtering will be provided for use with devices outside of school district buildings.

# PROTECTING & STORING YOUR CHROMEBOOK

## Chromebook Identification

- Student chromebooks will be labeled with a tag identifying the student and the district
- The district will maintain an inventory of devices and students they are assigned to
- Students are responsible for their assigned chromebook

## Account Security

- Students are required to use their mcburg.org domain user ID and password to protect their accounts and are required to keep that password confidential.

## Storing Your Chromebook

- When students are not using their chromebook at school, it should be stored in the assigned bag in their **assigned locked locker**.
- Nothing should be placed on top of the chromebook when stored in the locker.
- Students are encouraged to take their chromebooks home everyday after school.
- Do not store a chromebook in a vehicle (at school or at home) because of security issue and the potential of damage caused by extreme temperatures.

## Chromebooks Left In Unsupervised Areas

- Under no circumstances should Student chromebooks be left in an unsupervised area. Unsupervised areas include the school grounds and campus, cafeteria, computer labs, field house, locker rooms, unlocked classrooms, dressing rooms and hallways.
- Any chromebook left in these areas is in danger of being stolen.
- If an unsupervised chromebook is found, notify a staff member immediately.
- **Unsupervised chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving a chromebook in an unsupervised location.**

# CHROMEBOOK REPAIR

## Vendor Warranty:

- New chromebooks have a one year vendor warranty.
- The vendor warrants the chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair (or potentially replace) the chromebook.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or malicious software.
- Please report all chromebook problems to the Technology Department immediately.

## Chromebook Repair Costs

- District chromebooks are maintained by the Mechanicsburg Exempted Village School District Technology Department.
- The district will take care of any damage for the first accident. After the first repair, the following charges will be applied for the indicated parts. Please note that costs may be different for different device models.
- The district reserves the right to charge for the entire replacement cost if negligence is determined as the cause of the damage.
- If the device is stolen, the Mechanicsburg Technology Department will report the chromebook as stolen to the Mechanicsburg Police Department. It will be the student's responsibility to file a police report regarding the missing device, and the student and parents/guardians will be responsible for the cost of the device.
- A loaner device will be issued while the student's device is being repaired.

Repair Costs	Broken Screen	Keyboard Repair	Power Adapter + Cord	Battery Replacement	Lost Device
First incident is no cost to the student unless device is lost, or damage is caused by negligence or intentional damage. We understand that accidents happen	\$40	\$70	\$40	\$50	Replacement Cost (\$225-\$260)

## CHROMEBOOK TECHNICAL SUPPORT

All technical support and repairs for district owned devices will be handled through the Technology Department. Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner chromebooks

# **CHROMEBOOK FAQ's**

## **Q. What is a chromebook?**

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable full-sized keyboard, large display, clickable trackpad, all-day battery life, light weight, and built-in ability to connect to Wi-Fi, the chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

## **Q. What kind of software does a chromebook run?**

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

## **Q. How are these web-based applications managed?**

A. Each chromebook provided to students is a managed device. Assigned staff from the Mechanicsburg Exempted Village School District Technology Department will maintain devices through the district Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

## **Q. What devices can I connect to a chromebook?**

A. Depending on the model, chromebooks can connect to:

- USB storage, mice and keyboards (see **supported file systems**)
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones
- Chromecast

## **Q. Can the chromebook be used anywhere at anytime?**

A. Yes, as long as you have a WiFi signal to access the web.  
B. Chrome offers the ability through Apps so users can work in an "offline" mode.

## **Q. Is there antivirus built into it?**

A. It is not necessary to have antivirus software on chromebooks because there are no running programs for viruses to infect.

## **Q. Battery life?**

A. Chromebooks have a rated battery life of 10 hours. However, students are expected to charge them each evening to ensure maximum performance during the school day.