

Chromebook Handbook for MECHS Students and Parents

Terms of the Loan:

Seniors, juniors, sophomores, and freshmen will be issued a Chromebook that they will carry with them at all times. It is highly recommended students obtain a padded bag in which to carry the Chromebook separately from their textbooks or obtain a book bag with a padded pocket to carry their Chromebook in order to prevent damage. The Chromebook and power cord remain the property of Hyde County Schools and are loaned to you as an added privilege of your enrollment at MECHS. Special care is to be taken while the Chromebook is in your possession.

“With great power comes great responsibility.” Stan Lee, author of Spiderman

Once the Chromebook is issued to you, it becomes your responsibility. Please remember to take care of your Chromebook so you will continue to have it to use. Great caution and attention should be exercised at all times. It is important that you read and abide by these guidelines so that you can utilize your Chromebook to its fullest ability.

Routine Maintenance and Updates

Student Chromebooks will be collected periodically and at the end of the school year for routine maintenance and updates. Chromebooks must be turned in at all requested times. If inappropriate material is found on your Chromebook, it will be restored to its original settings. Student information may be lost if this happens.

Loss or Damage:

If a Chromebook is stolen, a police report must be filed for insurance to cover the lost machine. The filed police report must be turned into the school immediately. A lost Chromebook that is not stolen or is intentionally damaged is not covered by the insurance policy. The current replacement cost for a Chromebook will have to be paid for by the student.

Students are responsible for completing a Damage/Loss Report and submitting it along with the damaged Chromebook to MECHS administration within 24 hours of an incident or the next school day. Once the Chromebook is fixed, the student and parent(s) must sign a form stating the damaged Chromebook has been fixed before the Chromebook will be reissued to the student.

Internet and E-mail Rules:

While teachers and staff make every attempt to monitor Internet access, students are ultimately responsible for appropriate behavior. The Internet is to be used for academic purposes and as a means of obtaining needed educational information. Students are responsible for all content that is on or accessed through their assigned Chromebook, including media accessed via the Internet at home.

A Wi-Fi connection is required for Internet access outside the school. Students and parents are responsible for their own Wi-Fi setups at home; MECHS will not be able to provide technical support for this setup. Parents are responsible for monitoring their child's use and care of the Chromebook outside of school and are encouraged to monitor Internet access at home. At all times, you must

comply with the Hyde County Schools Acceptable Use Policy, found online at <http://www.hyde.k12.nc.us>.

E-mail is to be used for legitimate and responsible communication between students and other instructional staff for educational purposes. Inappropriate use of e-mail will be dealt with through the school's discipline policy.

Security:

Each Chromebook has a unique serial number and identification tag. Students are responsible for the Chromebook assigned to them. They should keep their assigned Chromebook with them at all times or in a secured area such as their locker. Students should refrain from loaning their Chromebook to another student from MECHS or any other school. Students are responsible for reporting any damage to or information on their Chromebook.

Technical Support:

Teachers and staff will be available to assist students with in-class technical support; however, off-hour technical support from MECHS staff will not be available.

Proper Care and Expectations:

Please take special care of your Chromebook. The better students treat them, the more we will get out of them. Avoid eating or drinking around the Chromebook, and never lay it in the floor. Students may customize their issued Chromebook background after receiving it as long the picture meets the school expectation of appropriateness reflected in the student code of conduct and dress code.

- Never use any cleaner such as Windex or water to clean the screen.
- Do not put stickers on any part of your Chromebook.
- Chromebooks must never be left in any areas where they can be exposed to extreme temperatures, such as a vehicle. Additionally, Chromebooks should not be left in a damp environment, as condensation inside the Chromebook will severely damage the components.

Students should save files in the Cloud via his/her Chromebook using Drop Box or a similar app, but all files should be saved in more than one location. Students are encouraged to use their email, Drop Box, flashdrive, etc. to create a personal backup of any files created on his/her Chromebook.

Charge the Chromebook battery every night

Uncharged Chromebooks will be treated as a discipline issue in regards to not being prepared for class. Please make sure you charge your Chromebook every night.

Loss of Privileges:

Please be mindful that Chromebooks are to be used for *educational purposes*. If you are attempting to find a way around security measures or trying to access something that is blocked, you are violating this agreement and will be subject to severe consequences.

Violation of procedures outlined in this manual or misuse of the Chromebook will result in disciplinary action.

1st Offense: 5 days loss of Chromebook privileges.

2nd Offense: 1 month loss of Chromebook privileges.

3rd Offense: Loss of Chromebook privileges for the remainder of the school year.

Mattamuskeet Early College High School

1:1 Chromebook Initiative

Parent and Student Release Form

Please sign and date that you have read and agree to the policies in the Acceptable Use Policy for MECHS' 1:1 Chromebook Program.

I understand that intentional damage, loss or theft without a police report of my assigned Chromebook is not covered by the insurance policy. I will be responsible for the current replacement cost to the school if this happens. I also understand that any violation of the procedures outlined in the Acceptable Use Policy will lead to loss of Chromebook privileges. I agree the Chromebook and power cord will be returned to the school when requested or scheduled.

Student Name (Print): _____

Student Signature: _____ Date: _____

Parent Name (Print): _____

Parent Signature: _____ Date: _____