

**McCloud Public Schools**  
**Student Chromebook Care & Use Policy**  
**For the 2022-2023 School Year**  
**A Resource Guide for Parents and Students**



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# McLoud Public School District Student Chromebook Policy Handbook

\*Board Approved 08/08/2022

## Device Purpose:

The McLoud Public School District will be supplying all secondary students (7th-12th) with a Chromebook device. This device is property of the McLoud School District, not the students. The device's primary function will be to provide each student access to required educational materials needed to be successful. The supplied device is an educational tool and not intended for personal use.

These devices were purchased using the ECF (Emergency Connectivity Fund). The Emergency Connectivity Fund is funded by the American Rescue Plan Act of 2021 to help schools and libraries support remote learning. **Unfortunately, one of the requirements of the grant is that students must be allowed to take their Chromebooks home with them.**

The policies, and procedures within this document apply to all Chromebooks used at McLoud Public School by students.

## Chromebook Device:

Lenovo 300e 2nd Gen, 11.6" IPS touch screen 1366 x768 (HD).

Parents/Guardian can use this information should they voluntarily select to purchase their own protective case for their child's Chromebook.

## Receiving Your Chromebook:

Chromebooks will be distributed at the beginning of school during enrollment. **Parents & students must sign and return the Chromebook Insurance Protection Plan (opt-in/out), and the Chromebook Device check-out forms below before the device will be issued to the student.** Chromebooks are treated just like textbooks, in that they are needed in order to complete school work. Parents/Guardians may not decline receiving one. Students requesting to use personal laptop devices while at school are not allowed, except in rare circumstances where needed. These must first be approved by the school administration and technology department before being used.

## Chromebook Protection Plan Insurance:

The McLoud Public Schools Chromebook protection plan has been established to give parents the option to purchase protection covering the repair or replacement costs of school owned devices. It's highly recommended, but not required, to participate in this voluntary program.

**The cost associated with the protection plan for the 2022-23 school year is \$25 per student. Coverage lasts 12 months and must be renewed each and every year.** The coverage period begins and ends on the first day of enrollment designated by the District. Please note that **NO refunds or prorating on Chromebook protection plans will be given. Evidence of intentional malicious damage will not be covered by the insurance.**

Parents can purchase the insurance directly from Wengage at <https://ok.wengage.com/McLoud> using your Parent/Guardian portal account. After logging in, locate the “Fee Balance” section and select “Make Payment” option next to it.

Fee Balance \$0.00 Make Payment

Continue to follow the prompts to submit the \$25 payment. If you require assistance please contact your child’s building secretary. **Payment for insurance must be made within 5 days from the date of receiving your child’s chromebook at enrollment for it to be valid.**

The cost breakdown below is an **estimate** on what you can expect to pay for damages to your Chromebook. Again, these are estimates. It’s impossible to know what the future prices will be on items.

Chromebook Items	Without Chromebook Protection Plan	With Chromebook Protection Plan		
		1st Incident (100% Covered)	Second Incident (50% Covered)	3rd Incident (0% Covered)
Laptop	\$320	\$0	\$160	\$320
Screen	\$150	\$0	\$75	\$150
Key/Hinge Repair	\$10.00	\$0	\$5	\$10.00
Motherboard	\$180.00	\$0	\$90	\$180.00
Power Adaptor	\$35.00	\$0	\$17.50	\$35.00
Miscellaneous	\$90	\$0	\$45	\$90

The insurance provides service, repair, and replacement on **non-negligence** damages. **Damaged or lost power adaptors are covered. The coverage is as follows:**

- **First Incident 100% Coverage** (one time)
- **Second Incident 50% Coverage** (one time)
- **Third Incident 0% Coverage** (After two incidents, the parent/guardian is responsible for any and all repairs and replacement costs remaining on the 12 months coverage)

The insurance plan **DOES NOT COVER LOST OR STOLEN CHROMEBOOKS**. Stolen claims must be submitted with a police report to the school administration before the student is given a replacement device. Any individual found to be in possession of a device that has been classified as lost or stolen will be subject to disciplinary action up to and including expulsion and prosecution in a court of law.

**Financial Hardship by Parents:**

Students whose parents are financially unable to pay for repair/replacement of devices may elect to apply for one of two alternative options based on need.

- Parents may request to be placed on a payment plan. If approved, each payment on this plan will be recorded and we will reduce the fine by the amount paid each time.
- Chromebook Replacement Scholarships “may” be granted on a case by case basis to cover the costs of the repair and/or lost or stolen Chromebook.

### **Chromebook Return for Graduating or Transferring Student:**

**Any student graduating or who transfers out of McCloud Schools will be required to return their Chromebook and accessories to their building secretary.** If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

### **Taking Care of Your Chromebook:**

Students are responsible for the general care of the Chromebook they've been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school's technology office for repair. **Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance. Do not make any attempts to repair the Chromebook yourself.** If a loaner Chromebook is needed, one will be issued until their Chromebook can be repaired or replaced. The availability of loaner Chromebooks may be limited.

### **General Precautions and Restrictions:**

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Never store your Chromebook in a carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any unauthorized writing, drawing, or stickers.
- Do not cover the vents on the Chromebook.
- Chromebooks must have the McCloud Districts asset tag on the bottom of the device. The asset tag must not be removed or altered in any way. If the tag is removed, disciplinary action will result.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- Downloading or streaming large, Internet-based music, video, or image files not relevant to school work is not allowed and subject to disciplinary action.
- Using the district's network or device to harass, bully, or cyber-bully any group or individual is not allowed and subject to disciplinary action.
- Students must not engage in any pre-meditated activity that is likely to cause substantial disruption of the school operations and learning environments.
- Recording or streaming audio and/or video of staff or students without their knowledge and consent, including, but not limited to webcams, laptops, cameras, cell phones, or other digital devices is not permitted and subject to disciplinary action.

### **Carrying Chromebooks:**

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen.

- Always support a Chromebook from its bottom with the lid closed.
- **Protective cases are not provided by the school, but parents have the option to voluntarily purchase them for their child's Chromebook.**

### **Screen Care:**

The Chromebook screens can be 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 cover.
- 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, or disks).
- **Clean the surface with a soft, dry, microfiber cloth or anti-static cloth.**

## **Chromebook Use at School**

The Chromebook is intended for use at school each and every day. Students are responsible for charging their own Chromebooks and bringing them to class.

### **Chromebooks Left at Home:**

- If a student leaves their Chromebook at home, they may be allowed to use a loaner Chromebook if one is available.
- Repeat violations of this policy may result in disciplinary action.

### **Chromebooks Awaiting Repair:**

- A loaner Chromebook will be provided for the student to use in class while theirs is undergoing repair. Students are responsible for returning the device where they received it.
- Students using loaner Chromebooks are responsible for any damages incurred.
- If a repair is needed due to malicious damage, the school may refuse to loan a Chromebook.
- In the event a student purposely caused damage to a Chromebook the student/parent will be responsible for the costs associated with repairing the damages.

### **Charging your Chromebook:**

- ***If fully charged at home, the battery will last throughout the entire day***
- Chromebooks need to be brought to school each day fully charged.
- It's recommended students charge their Chromebooks at home each evening.
- **It's recommended that chargers be left at home to help prevent loss.**
- If your Chromebook needs to be charged, a loaner can be issued while your device charges in the classroom.
- Students who continue to repeat these violations will result in disciplinary action.

**Passwords:**

- Protect your password at all times and **NEVER** share it with others
- Ultimately, you are responsible for the activity that happens under your account.

**Sound:**

- Unless given permission by a teacher, students must mute their sound at all times.
- Headphones and/or earbuds are an option but at the discretion of the teacher.

**Account Access:**

- Student Chromebooks are configured to login using a @mcloudschools.us account only.
- Students should always use their student email account when logging onto their school Chromebook.
- Attempts to login using a personal email account are not permitted and will result in disciplinary action.
- Attempts to access the data or account of another student or staff member is strictly prohibited and will result in disciplinary action.

**Software Installation:**

- Chromebooks are configured to access the Google Apps for Education suite of productivity and collaboration tools.
- Student accounts are restricted from installing any other apps that are not first pre-approved by the technology department.
- Any attempts by students to try and install unapproved software (apps, extensions) without approval by the technology department will result in disciplinary action.

**Virus Protection:**

- Virus protection is unnecessary on the Chromebook due to the unique nature of their design.

## **Chromebook Use At Home**

**Filtering and Monitoring of Internet Activities:**

- In compliance with CIPA (Children's Internet Protection Act) all student electronic activity (Email, Docs, Internet) is monitored and filtered at home, just like it is at school.
- McCloud Public School District uses monitoring and filtering services by multiple vendors to ensure various layers of protection are provided.
- Parents who feel their child requires additional Internet restrictions may contact the school administration and request their child's account be placed in restricted mode. In restricted mode, everything is blacklisted (blocked) except for the sites that have been whitelisted (allowed) by the technology department.
- Students who continuously make attempts to bypass the schools web-filter or access inappropriate sites will automatically be placed in restricted mode for a period of time determined by the school administration and technology department.

- McCloud Public Schools highly recommends parents/legal guardians always supervise students' technology use outside of school.
- McCloud Public Schools will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or devices. The interpretation, application, and modification of this policy are within the sole discretion of McCloud Public Schools.

### **Safety and Privacy:**

- All electronic activity on student Chromebooks are monitored.
- Students should have **NO EXPECTATION OF PRIVACY** using school devices.
- Only teacher enabled discussion groups and chat rooms created in Google Classroom by an approved classroom teacher are allowed.
- Changing or opening files that do not belong to you is not allowed.
- Never reveal personal information to others online about yourself including: Name, Mailing Address, Social Security Number, Phone Number, and any Passwords you have.

### **E-mail Electronic Communication:**

- Student email accounts are configured for internal communication between school staff and other students only. This is to prevent any outside influences or unwanted communication.
- Outside domain requests can be added once they've been reviewed by the technology department. Most local colleges/vo-techs have already been approved and added.
- Again, students have **NO EXPECTATIONS OF PRIVACY** on school owned devices.
- Be sure to use appropriate and proper language in your communication.
- Never transmit or view material that may be considered offensive to others.
- Sending mass emails, chain letters, or spam is not allowed.
- Communication via email should be related to educational needs only.

### **Managing and Saving Files:**

- All student documents are located and saved in the students Google drive, which is a web based Google application provided by the school.

### **Personalizing the Chromebook:**

- Chromebooks must remain free of any writing, drawing, or stickers.
- Attempts to remove or modify the Chromebooks asset tag or serial number information will result in disciplinary action.
- Spot checks for compliance will be done by the schools technology staff at any given time to verify compliance.

### **Inspections:**

- Student inspections will be done at random.
- This is done to ensure proper care and maintenance is being provided by the students.

### **Storing Your Chromebook:**

- Nothing should ever be placed on top of the Chromebook when stored.

- Although students have the option of storing their Chromebooks in their lockers, it's highly recommended NOT to do this.
- Never store a Chromebook in an unattended vehicle.
- Never leave your Chromebook in an unattended/unsupervised area, such as hallways, cafeteria, library, bathroom, bus, etc. Doing so may result in your device being confiscated by school staff.

### **Requesting Technical Assistance:**

- Students in need of technical assistance can email [tickets@mcloudschools.us](mailto:tickets@mcloudschools.us).
- Students can also ask a teacher or secretary to submit a ticket on their behalf.
- Remember to be as descriptive as possible when submitting the ticket.
- Students may also hand deliver the Chromebook in question to the technology department located at the MMC building on the Elementary campus, or room #29 at the HSW bldg.

### **Checking in Chromebooks for the Summer:**

- Students are required to check their chromebooks into the IT department before departing for the Summer.
- The technology department will then inspect for damages and repair if needed.
- The technology department will also store and prepare them to check back out to students during the start of the enrollment for the upcoming year.

**\*\*\*END OF DOCUMENT\*\*\***

**Signature Forms Below**

**Please check and sign the items below.**

**I have read the McCloud Public School District Student Chromebook Policy and am choosing the following option for my student**

- I wish to purchase the Chromebook Protection Plan for my student.
  
- I wish to **opt out** of the Districts Chromebook Protection Plan and will assume full financial responsibility for any theft, loss or damage.

Student Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name(print) \_\_\_\_\_ Date \_\_\_\_\_

**McCloud Public Schools  
Student Chromebook Check-OUT Form  
(To be completed at the START of the school year)**

I, (Print name) \_\_\_\_\_, have reviewed the McCloud Public School District Student Chromebook Policy. I agree to follow the rules and procedures set forth in the McCloud School District Student Chromebook Policy. Should I fail to abide by the rules and procedures I will receive school consequences from the Administration and/or assigned fees in accordance with the terms set forth in the McCloud School District Student Chromebook Policy.

Chromebook Serial # \_\_\_\_\_

Asset Tag# \_\_\_\_\_

Student Name(print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name(print) \_\_\_\_\_ Date \_\_\_\_\_