Chromebook Policy Manual

Information and Procedures
For Students and Parents/Guardians
Mt. Vernon Township High School
Chromebook Program

Dear Students/Parents/Guardian:

We believe that the use of the Chromebook and access to available technology, integrated throughout our school, will help prepare students for their future. The use of technology will allow our students to collect, analyze, consider, and communicate ideas and information from an enormous pool of available resources. Through effective planning, our staff will guide students in the analysis, synthesis, and evaluation of this vast store of data and help them apply it to complex and practical real-world problems in the classroom. With the Chromebook, the teaching and learning process will change over time with students assuming more responsibility for their learning and teachers becoming coaches in the classroom rather than dispensers of knowledge.

Establishing this new environment for learning requires careful planning and consideration as well as the application of effective policies and procedures. In many ways, this program will demand an increased level of responsibility on the part of all students, parents, and school staff. This policy manual is intended to provide the critical information and infrastructure necessary to insure the Chromebook program’s success. Since this is a new and complex project, the policies and procedures covered in this document are not “all inclusive” and will evolve over time.

Mt. Vernon Township High School students will have the opportunity to be assigned a Chromebook for the 2018-2019 school year. To receive a Chromebook, students and their parent/guardian will need to:

1. Read the Chromebook Policy Manual
2. Demonstrate understanding of use and care of hardware, etc.
3. Present required signatures on the Acknowledgement of Responsibility

Once the above is completed, Chromebooks will be provided by MVTHS for student use while in their classes. We ask that you familiarize yourselves with the content of this policy and follow the guidelines in the use of the school’s equipment.

We are excited about this opportunity to enhance learning at Mt. Vernon Township High School that will help us prepare students to function effectively in a technology driven world.

Respectfully,

Mr. Sean Docherty
Freshman Academy Principal
1:1 Program Director
Introduction

In an effort to advance the educational achievement for all students, Mt Vernon Township High School has made the decision to implement a 1:1 technology initiative through the use of Chromebook devices. This implementation will bring the world to each student’s fingertips – anywhere at any time – and put the student at the forefront of not only becoming 21st century learners, but also becoming the recipients of a world-class opportunity to become responsible digital citizens.

The policies, procedures, and information within this manual apply to all Chromebooks and related accessories (power cords, cases, etc.) used at Mt Vernon Township High School. Teachers may set additional requirements for use in their classrooms.

1 -Receiving Your Chromebook Device

1.1 Receiving Your Device

A. Parents/guardians and students must sign and return the Acceptable Use Policy (AUP) before the device can be issued to the student. Please review the (AUP) posted on the school’s website (under publications).

B. All parents/guardians and students must sign MVTHS Chromebook Policy Manual Acknowledgement of Responsibility before a Chromebook can be issued to their student.

C. Students will receive their Chromebooks and chargers in their first period class on the first day of school. Either during Freshman Orientation or during Registration, both parents/guardians and students will have the opportunity to go over policy and procedures. Students and parents/guardians who miss the orientation or registration will receive the Chromebook policies and procedures in their first period class on the first day of school.

D. Transfer/New Student Distribution will be able to pick up their Chromebook from the Technology Services Office (B106). Both students and their parents/guardians must sign the Acknowledgement of Responsibility before receiving their Chromebook.

E. The 1:1 Chromebook Coordinator will maintain a log of all Chromebooks; that includes the Chromebook serial number, asset tag, and name and ID number of the students assigned to each device.

1.2 Returning the Device

A. End of Year – At the end of the school year, students will turn in their Chromebook and charger. Failure to turn in a Chromebook and charger will result in the student being charged the full replacement cost ($345.00). The District may also file a report of stolen property with local law enforcement agency.

B. Transferring/Withdrawing Students – Students that transfer out or withdraw from Mt. Vernon Township High School District 201 must turn their Chromebook, charger, and case to the Technology Services Office (B106) on or before their last day of attendance. Failure to turn in Chromebook and charger will result in the student being charged the full replacement cost ($345.00). The District may also file a report of stolen property with local law enforcement.
1.3 Insurance
Accidental Insurance is included through your Instructional Technology Fee.

2. Caring for Your Chromebook
Students are responsible for the general care of the Chromebook while in use by the student. Devices that are broken or that fail to work properly must be taken to the Technology Services Office (B106) for an evaluation of the equipment.

2.1 General Precautions
Each device is the property of MVTHS, all users are expected to abide by the policies in this manual, and those contained in Mt Vernon Township High School's Acceptable Use Policy (AUP).
A. No food or drink should be next to Chromebooks.
B. Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
C. Chromebooks should not be used or stored near pets.
D. Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
E. Chromebooks must remain free of any writing, drawing, stickers, and labels.
F. Heavy objects should never be placed on top of Chromebooks.

2.2 Carrying Chromebooks
A. Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
B. Never lift Chromebooks by the screen.
C. Never carry Chromebooks with the screen open.

2.3 Screen Care
Device’s screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
A. Do not lean or put pressure on the top of the Chromebook when it is closed.
B. Do not store a Chromebook with the screen open.
C. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, disks, flash drive, etc.).
D. Only use a clean, soft dry cloth to clean the screen or anti-static cloth, no cleansers of any type are to be used.

2.4 Chromebook Device Care
Students will be held responsible for maintaining these devices and accessories supplied by MVTHS in good working order.
A. Students are responsible for beginning the school day with them charged and ready for use.
B. No labels or stickers may be applied directly to the device.
C. Device accessories furnished by MVTHS must be subject to only normal wear and no alterations to avoid paying a replacement fee.
D. Malfunctioning or damaged devices must be reported to the Technology Services Office (B106) immediately. MVTHS is responsible for repair of malfunctioning
devices. Devices damaged by misuse or neglect will be charged to the student.

3 -Asset Tags
All Chromebooks will be labeled with a District asset tag. Asset tags may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook ($280.00) for tampering with a District asset tag.

4 -Using Your Chromebook
Chromebooks are intended for school use each day in their classes. In addition to teacher expectations for device use, Google Apps, announcements, calendars, the MVTHS website, Skyward, and the Student Handbook may be accessed using the Chromebook. Students must be prepared with their logins and passwords when they come to class each day.
   A. Students are not permitted to utilize the Chromebooks for personal use.
   B. Student are expected to come to class each day with their Chromebook fully charged.

4.1 Device Maintenance & Repair
Students should seek help as soon as a Chromebook problem surfaces. All reports of device repair need to be reported to the Technology Services Office (B106). Unresolved problems can magnify support issues and can cause additional problems.
A student needing to leave their Chromebook with the Technology Services Office for repairs will receive a loaner. Students will have to sign a loaner agreement and will be responsible for any damage or loss to the loaner Chromebook. These loaners may be taken home.

4.2 Charging The Device
   A. Chromebooks should only be charged using the charger provided by Technology Services when Chromebooks were assigned. Other chargers will damage the Chromebook and you will be charged full replacement cost ($345.00 Chromebook and Charger).
   B. Chromebooks must be brought to school each day with a full charge. Students need to charge their Chromebooks at home every evening.

4.3 Backgrounds and Themes
Inappropriate media may not be used as Chromebook backgrounds or themes. Backgrounds and themes should not be placed on the Chromebooks. The only backgrounds and themes that can be used are the presets with Google. The presence of such media will result in disciplinary action.

4.4 Sound
   A. Sound must be muted at all times unless permission is obtained from an individual teacher of that class period.
   B. Headphones may be used at the discretion of teacher.
   C. Students must provide their own personal set of headphones for sanitary reasons.

4.5 Music, Games, Apps
   A. Music, Games, etc. may not be downloaded to the device. Chromebooks are not for
personal use.

B. Students are not allowed to install Chrome web apps and extensions from the Chrome Store. Students are encouraged to bring any recommendation to the Technology Services Office if they feel that an app or an extension may be of significant educational value.

C. Students are responsible for web apps or extensions they install on the Chromebook, and will result in disciplinary action.

4.6 Logging into the Chromebooks

A. Students will log into the Chromebooks using their school issued Education Account (@mvstudent.org).

B. Students cannot use personal email or google accounts.

C. Students should never share their account logins or passwords with others, unless requested by the Administration, Faculty, or MVTHS Tech Services.

4.7 Managing and Saving Your Digital Work with a Chromebook

A. The majority of student work will be stored in Internet/Google Drive applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.

B. Some files may be stored on the students Google Drive.

C. Students should never store their work on the Chromebooks hard drive.

D. Students should always remember to save frequently when working on digital media.

E. The district will not be responsible for the loss of any student work.

F. Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

4.8 Network Connectivity

MVTHS makes no guarantee that the school network will be up and running 100% of the time. In the rare case that the network is down, the school is not responsible for lost or missing data.

4.9 Printing

Students will be able to print in their classes with Teacher permission only. Although all pages printed will be kept in their allotted monthly allowance. Once a student reaches their month’s total the Chromebook will not allow them to print. Chromebook print will only allow for a maximum of 10 pages per printing.

5 – Operating System and Security

Any changes or altering of the Chromebook original operating system including “rooting” is strictly prohibited. Any case of “rooting” may result in suspension from school, forfeiting the privilege of using the Chromebook and/or financial restitution to the school for damages incurred.

5.1 Operating System and Security

Students may not use or install any operating system on the Chromebooks other than the
current version of ChromeOS that is supported and managed by the district.

A. Updates – The Chromebook operating system, ChromeOS, updates itself automatically. Students may not manually update the Chromebooks.

B. Virus Protection – Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection added to the Chromebook.

5.2 Original Installed Software
Software and applications originally installed by Mt Vernon Township High School must remain on the device in usable condition and must be easily accessible at all times. From time to time, the school may add software application for use in a particular course.

5.3 Additional Software
In some cases, students may be permitted to put additional software on their devices. This must be approved through a process. See Technology Services Office (B106) for more information. Mt Vernon Township High School is not responsible for any loss of personal software; such software must follow the same guidelines covered in Section 4.5.

5.4 Wireless
Students are not allowed to set up wireless networks on the Chromebooks. The wireless network will be established by the MVTHS Technology Department.

5.5 Inspection
MVTHS reserves the right to inspect devices on demand. Students may be selected at random to provide the information of the Chromebook they use to faculty, administration, and/or Technology Services for inspection.

5.6 Procedure for Reloading Software
If technical difficulties occur or if illegal software is discovered, the device will be restored to its original settings. MVTHS does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or reimage.

5.7 Using Your Chromebook Outside of School
Students are encouraged to use their Chromebooks at home and other locations outside of the school. A WiFi internet connection will be required for the majority of Chromebook use, however, you can use offline docs and email with the proper app while not connected to the internet. Students are bound by the MVTHS Acceptable Use Agreement and all other guidelines in the document wherever they use their Chromebooks.

5.8 Content Filter
The district utilizes an internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have internet activity protected and monitored by the district. If a website is blocked at school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contract Technology Services Office (B106) to request the site be checked and unblocked.
6 – Acceptable Use
Use of Mt Vernon Township High School’s Chromebooks is a privilege, not a right. The privilege of using technology resources provided by MVTHS is not transferable or extendable by students to people or groups outside MVTHS and terminated when a student is no longer enrolled at MVTHS. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named herein, privileges may be terminated, access to school technology resources may be denied, and appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension and expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities
Talk to your children about values and the standards that they should follow when using the Internet just as you do on the use of all media information sources such as television, telephone, movie, and radio.

6.2 Mt. Vernon Township High School Responsibilities
Mt. Vernon Township High School will:
A. provide Internet and e-mail access to its students.
B. provide Internet blocking of inappropriate materials/sites.
C. provide age appropriate restrictions.

MVTHS reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment as well as investigate inappropriate use of resources.

6.3 Student Responsibilities
Students will:
A. use all MVTHS technology resources in an educational, responsible, and ethical manner.
B. obey general school rules concerning behavior and communication applicable to technology use.
C. help protect school technology by contacting teacher or an administrator about any security problems that they may encounter.
D. monitor all activity on their account(s).
E. use all technology resources in an appropriate manner so as to prevent damage.

6.4 Student Appropriate Uses and Digital Citizenship
School issued Chromebooks should be used for educational purposes and students are to adhere to the Use of Technology Policy and all of its corresponding administrative procedures at all times.

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 select online names that are appropriate. 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, experiences, or relationships I post. 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.

Respect Others – I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk 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 material 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.

Protect Intellectual Property – 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.

7 – Prohibited Uses
Students are prohibited for engaging in the following activities:

1. Illegal installation or transmission of copyrighted materials
2. Any activity violating school policy or public law
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit, or any material deemed unacceptable by Mt Vernon Township High School administration
4. Use of non-school approved chat rooms (i.e. Facebook); websites selling term papers, book reports, and other forms of student work; messaging services (i.e. Twitter, Skype, iMessage)
5. Use of non-school approved Internet/computer games
6. Use of external data disks or attachments without prior approval from administration
7. Changing operating settings (excluding personal settings such as font size, brightness, etc.)
8. Spamming/sending mass or inappropriate e-mails
9. Gaining access to another person’s accounts, files, and/or data
10. Use of MVTHS technology resources for financial or commercial gain as well as illegal activity including credit card fraud and electronic forgery
11. Use of anonymous and/or electronic false communications
12. Dissemination of personal information to non-school approved organizations including, but not limited to, account set-up for chat rooms, eBay, e-mail, etc.
13. Vandalism of school equipment (any malicious attempt to harm or destroy hardware, software, or data) including, but not limited to, uploading or creation of computer viruses, programs, or applications capable of affecting Mt Vernon Township High School’s technology resources
14. Transmission or accessing obscene, offensive, threatening material otherwise intended to harass or demean
15. Bypassing the website filter on campus
16. Any activity considered contrary to Mt Vernon Township High School’s code of
7.1 Legal Propriety
Compliance with trademark, copyright laws, and license agreements is mandatory; ignorance of the law is not immunity.

7.2 Plagiarism
Plagiarism is a violation of Mt Vernon Township High School academic integrity policy as outlined in the Student/Parent Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text.

7.3 Student Discipline
If a student violates any part of the above policy, Mt Vernon Township High School will follow the progressive discipline policy as stated in the Student/Parent Handbook. Violations can be minor or major in nature and can result in a warning, detention, suspension, or dismissal. MVTHS reserves the right to place restrictions on devices when deemed necessary.

8 –Repair/Replacing Your Chromebook
All Chromebooks in need of repairs should be brought to Technology Services Office (B106) immediately.

8.1 Vendor Warranty
A. Chromebooks include a one-year hardware warranty from the vendor.
B. The vendor warrants the Chromebook from defects in the materials and workmanship, not accidents.
C. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
D. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
E. All repair work must be reported to the Technology Services Office (B106).
F. Parents/Guardians will have the option to purchase additional accident insurance.

8.2 Estimated Cost (subject to change)
- Replacement (Includes power cord) $345.00
- Screen $100.00
- Keyboard $55.00
- Power cord $40.00

9 –No Expectation of Privacy
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.

9.2 Monitoring Software
Administration, Faculty, and Technology Department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

If you have any questions or concerns about any part of the above policy, please contact the Technology Services Office (B106) at 618-246-1812.

A copy of this policy can be found on our school’s website at www.mvths.org under publications tab.

Acknowledgement of Responsibility

Student Responsibility
As a student of Mt Vernon Township High School, I have read and agree to the terms set forth in Mt. Vernon Township High School's Acceptable Use of Technology (AUP) and Freshman Academy Chromebook Policy Manual. I also understand that a violation of the rules that govern the use of Mt. Vernon Township High School network may result in the revoking of my access privileges and that use deemed offensive or illegal will be dealt with by school disciplinary action.

Parent or Guardian Responsibility
As the parent or guardian of this student, I have read the terms and conditions for Internet use,
as well as the Freshman Academy Chromebook Policy Manual. I understand that this access is designed for educational purposes and the school has taken available precautions to eliminate controversial materials. However, I also recognize that it is impossible to restrict access to all controversial material and I will not hold the school responsible for materials acquired on the Internet.

I hereby give permission for my child to use the Internet and Chromebook at school.

___________________________________  __________________
Student’s Signature                        Date

___________________________________  __________________
Parent/Guardian Signature                 Date