

Mt. Zion Community Unit District #3

Use of Technology – Chromebook Guidelines for Students and Parents

The mission of the 1:1 program in the Mt. Zion CUSD #3 District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

Mt. Zion Schools endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.

1. Receiving Your Chromebook

a. Parent/Guardian Orientation

All parents/guardians are required to view an orientation video and agree to the Mt. Zion CUSD #3 Chromebook Agreement upon registration before a Chromebook can be issued to their student. The orientation video will be made available online and at walk-in registration.

b. Student Distribution

Students will receive their Chromebooks and cases during the first week of school on deployment day. Students must sign the Mt. Zion Schools Chromebook Agreement at the time they receive their Chromebooks. Students that miss the deployment day will be able to pick up their Chromebooks from the Technical Support Desk located in the Junior High Library.

c. Transfer/New Student Distribution

All transfers/new students participate in a school orientation and will be able to pick up their Chromebooks from the Technical Support Desk located in the Junior High Library. Both students and their parents/guardians must sign the Mt. Zion Schools Chromebook Agreement prior to picking up a Chromebook.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks and cases. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Mt. Zion Schools must turn in their Chromebooks and cases to the main office on or before their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Mt. Zion Schools may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technical Support Desk (located in library) 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. Students should never leave their Chromebooks unattended except locked in their hallway locker.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks and must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

b. Cases

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in district-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.

- Never carry Chromebooks with the screen open.

d. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. 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 for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

4. Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Chromebook to school

- A student may stop Technical Support Desk and check out a loaner for the day or have his/her teacher call the TSD to have one delivered, if available.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- The TSD will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the Director of Curriculum and Technology's office for those students that have more than one occurrence during the school year.
- The Director of Curriculum and Technology or the Assistant Principal will treat such occurrences consistent with the student handbook, which may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the TSD before 2:30 p.m.

- If a loaner is not turned in by 2:30 p.m., the TSD will submit a report to the Assistant Principal's office and they will work on retrieving the loaner.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair at the Technical Support Desk.
- A student borrowing a Chromebook must sign for the loaner and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
 - A member of the Technical Support Desk will contact students when their devices are repaired and available to be picked up.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in the Junior High Library, study hall, gym, HS foyer, etc. available to students on a first-come-first-served basis.

d. Backgrounds, Pictures, Themes, and Profile Information

- Students should make no attempt to change the district assigned background and themes.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Students should not attempt to have any likeness other than their own as a Google Apps for Education Profile Picture.
- Students should not attempt to change their GAFE profile name or information.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers and handbook policies.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students are able to print directly from their Chromebooks at school to various printers around the building. Students are expected to print documents and files judiciously and

not be wasteful in this practice. Students are not to print without permission from their classroom teacher and/or supervising employee.

- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>. The Mt. Zion Schools Technology Department should NOT be called on for assistance in helping setup Chromebook printing at home.

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued network account
- Students should never share their account passwords with others, unless requested by an administrator.

h. Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- The district will not be responsible for the loss of any student work.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Mt. Zion Schools Internet Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook 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 do not need to manually update their 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.

7. 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 all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or the Technical Support Desk to request the site be unblocked.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms and more.
- All work is stored in the Google Cloud.

b. Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.
- Students will not in any way try to interfere with apps and extensions installed and utilized by the district, particularly Hapara and other monitoring agents. Interference with these programs may result in disciplinary action.

9. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at Mt. Zion Schools. Take good care of it!

10. Repairing/Replacing Your Chromebook

a. Technical Support Desk (TSD)

- All Chromebooks in need of repair must be brought to the TSD (Located in their building's library) as soon as possible.

- The TSD staff will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.

b. Vendor Warranty

- No Chromebooks currently assigned to students have a vendor warranty

c. Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$175.00
- Screen - \$30.00
- Keyboard/touchpad - \$75.00
- Power cord - \$30.00

d. Optional Protection Plan (subject to change)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- Parents have the option to obtain an in-house protection plan for their student's Chromebook. Please see information about that plan, its costs, and coverage on the district web page or attached to this document.

11. 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. Should a student be using the Chromebook in a manner that is deemed inappropriate, their Chromebook may be shut down remotely until disciplinary action can be taken at school. The student will still be responsible for all homework, either digitally or on paper.

a. Monitoring Software

1. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
2. District staff have no access to view the Chromebook camera images unless the student has the camera turned on and it becomes part of a screen shot.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the district Internet Acceptable Use 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:

1. **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.
2. **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. I will protect passwords, accounts, and resources.
3. **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.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **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.
6. **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. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Mt. Zion Community School District #3

Mt. Zion Schools Chromebook Agreement Form



As a Junior High or High School student issued a Chromebook by Mount Zion Schools, I hereby agree to comply with all of the procedures and policies presented in this document, as well as the Student Acceptable Use Policy as presented in the district handbook. I understand that violating any of the policies and procedures from the above mentioned documents may lead to restricted privileges with the device or forfeiture of the privilege of utilizing a school issued device for up to the remainder of the school year.

Printed Name _____

Student Signature _____

Date: _____



Mount Zion Community Unit District #3 Chromebook Protection Plan

Dear Parent/Guardian,

Mount Zion CUSD #3 is providing and administering a protection plan for students and parents as part of our 1:1 Chromebook program. Enrollment in the District administered program is optional with the understanding that parents/students carry the full liability if no protection plan is selected. Parents may also opt to use a third party protection vendor of their choice, such as Worth Ave Group and can visit www.worthavegroup.com for more information. To participate in the Mount Zion CUSD #3 Chromebook Protection Plan, please sign-up here: <http://bit.ly/cop2018>

The District plan covers "accidental damage" to the device and is designed to limit a family's financial responsibilities for any damages as described in the protection plan section below. The fee for this plan must be paid by the time the student receives the Chromebook.

Program Fee/Coverage

- ◆ Non-refundable fee: \$25
- ◆ Limit Liability: Maximum of 3 damage claims or the replacement of one stolen Chromebook per school year.
- ◆ Coverage: Repair/Replacement of school issued Chromebook or school issued carrying bag.

Effective Coverage/Expiration Dates

- ◆ Effective Date: Based on the receipt of the device
- ◆ Expiration Date: August 1st, 2019

Coverage

- ◆ Accidental Damage: Pays for accidental damage caused by liquid spills, drops, or any other unintentional event.
- ◆ Theft: Pays for loss due to theft; the claim requires a police report to be filed.
- ◆ Fire: Pays for damage of the Chromebook due to fire; the claim must be accompanied by an official Fire report from the investigating authority.
- ◆ Electrical Surge: Pays for damage to the device due to an electrical surge.
- ◆ Natural Disasters: Pays for loss or damage caused by natural disasters. *Chromebook must be transported in district provided protection bag for Protection Plan to be valid.*

Exclusions

- ◆ Dishonest, Fraudulent, Intentional, Negligent (not locked/stored in an unsecured manner, or location) or Criminal Acts: Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act. The student/parents will be responsible for the full amount of the repair/replacement.
- ◆ Consumables: Charging cable(s) and/or AC adapter loss
- ◆ Cosmetic damage that does not affect the functionality of the device. This includes but is not limited to scratches, dents, cracks, and broken plastic ports or port covers.
- ◆ "Jailbreaking" or otherwise voiding the manufacturer's warranty by altering the software.
- ◆ Mt. Zion CUSD #3 is not liable for any loss, damage (including incidental, consequential, or punitive damages) for expense caused directly or indirectly by the equipment.

Annual Premium & Deductible Per Claim

Annual Premium	Claim	Damage/Repair Deductible	Stolen Deductible (Requires Police Report)
\$25	1	\$5	\$75
	2	\$10	Full Cost
	3	\$25	Full Cost

*Any additional repair claims after three (3), or loss after one (1), will be charged at full repair or replacement cost. The deductible/claim is structured annually. Claims from a previous school year are not used in determining the deductible for the current policy year.

If a student is un-enrolled from Mt. Zion CUSD #3 for any reason, the protection plan becomes null and void on that date. There are no refunds once this agreement becomes active.