



Marion Central School District

Chromebook Policy Handbook 2020-21



Table of Contents:

Overview

1) Receiving Your Chromebook

- 1.1 Chromebook Issuance
- 1.2 Returning Chromebook
- 1.3 Charges for Gross Negligence or Theft
- 1.4 Replacement Charges

2) Taking Care of Your Chromebook

- 2.1 General Precautions
- 2.2 Screen Care
- 2.3 Chromebooks Left in Unsupervised Areas
- 2.4 Storing Chromebooks
- 2.5 Password Protection
- 2.6 Cost of Repairs
- 2.7 Care Expectations & Student Discipline

3) Using Your Chromebook

- 3.1 Chromebook Undergoing Repair
- 3.2 Inappropriate Media
- 3.3 Sound, Music, Games, or Programs
- 3.4 Charging the Chromebook Battery
- 3.5 Accessing Non-District Networks

4) Managing Your Digital Files

- 4.1 Saving to the Chromebook
- 4.2 Saving Data to Removable Storage Devices
- 4.3 Network Connectivity

5) Chromebook Software

- 5.1 Inspection
- 5.2 Software Upgrades

Frequently Asked Questions (FAQ)

Chromebook Policy Acceptance Signature Page

Overview

The policies, procedures, and information within this document apply to all Chromebooks purchased by the Marion Central School District for students and staff use. Teachers may set additional requirements for Chromebook use within their own classrooms.

The mission of the 1-to-1 device program in the Marion Central School 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, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The district will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment, and learning through the integration of technology and curriculum. 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. The School Board, district staff, and community members will all play a key role in the development of effective and high quality educational experiences.

1) Receiving Your Chromebook

1.1 Chromebook Issuance

Chromebooks and their power adaptors are provided at the beginning of the school year. Parents/Guardians and students must review the Chromebook Policy Handbook and complete any required paperwork before the Chromebook can be issued to the student.

1.2 Returning Chromebook

Students will retain their original Chromebook each year while enrolled at MCSD until the Chromebook is replaced as part of the regular multi-year replacement cycle. If a student leaves MCSD during the school year, the Chromebook will be collected at that time. As property of the Marion Central School District, Chromebooks will be collected at the end of the school year and examined for any damages.

1.3 Charges for Gross Negligence or Theft

If your Chromebook and/or AC power adaptor has been defaced or damaged beyond the normal wear of a computer which has been handled safely and responsibly, students and their families may be liable for repairs or replacements. Expenses are structured in a 3-tiered manner: 1st incident \$35, 2nd incident \$75, 3rd incident \$300 (full replacement value). Families may also be charged for replacements if Chromebooks are lost or stolen due to students leaving them unattended or unsecured. We understand that damage may occur accidentally and that theft is possible even under a watchful eye; in either case, students should notify administration as soon as possible so an investigation may take place. Please note that the Chromebooks are equipped with geotrackers, keyloggers, and other theft-recovery capabilities. In addition, they are designed to only be used by authorized marioncs.org domain users.

1.4 Replacement Charges

Total Chromebook Replacement	\$ 300.00
AC Adapter	\$ 45.00

* All component costs are subject to change based on manufacturer updates*

2) Taking Care of Your Chromebook

Students are responsible for the general care of their Chromebook. Devices that are broken or fail to work properly must be reported immediately to classroom teachers and/or building administration.

2.1 General Precautions

- Please avoid eating or drinking next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted delicately into the Chromebook.
- Students should not carry their Chromebooks while the screen is open, unless directed to by a teacher.
- An identifying label with device number must remain viewable at all times. This will ensure students and staff can quickly identify Chromebooks.
- Chromebooks must never be left in any unsupervised area.
- Students are responsible for returning and charging their Chromebook.

2.2 Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or press on the top of the Chromebook when it is closed.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, phones).
- Clean the screen only with a soft, dry, anti-static cloth or LCD screen cleaning wipes.
- Do not use any chemical cleaners on the screen as it will deteriorate the surface over time.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

2.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas unless in locked lockers. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the building office. Repeat violations of this procedure will result in disciplinary actions.

2.4 Storing Chromebooks

Elementary school students will have a designated storage/charging area within their classrooms. When Jr-Sr High students are not using Chromebooks, they should be stored in locked lockers. When stored in the locker, nothing should be placed on top of the Chromebook. Jr-Sr HS students are required to take their Chromebooks home every day for charging purposes, regardless of whether or not they are needed for assignments. Chromebooks should never be stored in a student’s vehicle at school or at home.

2.5 Password Protection

Students are expected to keep their school issued passwords confidential. Students should notify their teacher or a building administrator immediately if a password change is necessary for any reason. If a student fails to keep the password confidential, appropriate disciplinary actions will be followed.

2.6 Cost of Repairs

MCSD will cover most of the damages and malfunctions to the Chromebooks, though students may be charged a fee when it has been determined that theft or damage has been caused by student negligence. Lost items such as charging cords will be charged the actual replacement cost. See sections 1.3 and 1.4 for more information on replacement cost.

2.7 Care Expectations & Student Discipline

Students may be subject to disciplinary measures if gross disregard of school equipment is to occur. School administrators are able to exercise their judgment in accordance with the MCSD Acceptable Use Policy for issues of vandalism, malicious use of district equipment or network bandwidth, or other prohibited behavior.

3) Using Your Chromebook

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook computer. Students must be responsible for bringing their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired.

3.2 Inappropriate Media

Inappropriate media may not be stored or displayed on the device. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, or other potentially offensive representation will result in disciplinary actions. For more information, see Marion's Acceptable Use Policy.

3.3 Sound, Music, Games, or Programs

Sound should be muted at all times unless permission is obtained from the teacher for instructional purposes. Games that are non-educational are not allowed on the Chromebooks during school hours. Do not save non-educational content to the hard drive or on Google Drive. All installed Chrome extensions, apps, and themes must be deemed appropriate for the educational setting.

3.4 Charging the Chromebook Battery

Chromebooks must be on campus every morning in a fully charged condition. Students need to charge their Chromebooks overnight. Jr-Sr HS students are requested to leave their power adapters at home. In cases where use of the Chromebook in school has caused batteries to become discharged, students may be able to connect their Chromebooks to an available power outlet in class.

3.5 Accessing Non-District Networks

Students are allowed and encouraged to access other Wi-Fi networks on their Chromebooks, however school personnel will not provide support for network issues away from school. Internet filtering and monitoring through GoGuardian will still apply, regardless of where the connectivity is being obtained from.

4) Managing Your Digital Files

4.1 Saving to the Chromebook

The Chromebooks have limited internal storage space and so, saving to the device's hard drive is not recommended. Instead, students should save documents and other items to their Google Drive (unlimited cloud storage). Students using Google applications will find their work automatically stored on Google Drive whenever they have an internet connection. Students may also use these applications and many more offline, though they will not be backed-up to Google Drive until an internet connection is available.

4.2 Saving Data to Removable Storage Devices

Students may use removable file storage devices (USB drives or SD cards). It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. MCSD is not responsible for lost or corrupted data.

4.3 Network Connectivity

MCSD cannot guarantee that the school district network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

5) Chromebook Software

MCSD may require Chrome apps or extensions for use in a particular course. Teachers and/or students may have capabilities to self-install educational content when needed. The district will only "whitelist" apps that have been pre-approved by the school's administration.

5.1 Inspection

Students may be selected at random to provide their Chromebook for inspection. If technical difficulties occur or illegal software is discovered, the device will then be re-formatted or re-imaged by a school IT technician and the student may be subject to disciplinary action.

5.2 Software Upgrades

Upgrade versions of licensed software and Chrome are available from time to time. Students may be required to check in their Chromebooks for periodic updates. A quick restart will install the latest update available.

Frequently Asked Questions (FAQ)

1. What is a Chromebook?

A Chromebook is a laptop that mostly stores its programs and files online "in the cloud" instead of on the device itself or on a local area network. They are less expensive than traditional Windows or Apple laptops, login quickly, are less prone to viruses, and align well with the Google Apps for Education platform that the district so heavily utilizes.

2. What model Chromebook are we using?

We are using HP 11" touchscreen Chromebooks which are specifically built for the rigor of a school environment. They have special features such as 180° hinges, sealed keyboards, crack-resistant touchscreens, and co-molded rubber reinforced corners.. As technology changes and new products become available, the district will consider new manufacturers and models for the 1:1 program.

3. What about damage?

The district a limited manufacturer warranty for parts and service and has a repair service COSER available through BOCES. However we anticipate there may be accidental damage on occasion. If that occurs, we will repair or replace devices that are not covered under the manufacturer's warranty. Students and their families may be liable for some or all of the replacement cost.

4. Will I have to pay repair fees if my child damages or loses their Chromebook?

If your Chromebook and/or AC power adaptor has been defaced or damaged beyond the normal wear of a computer which has been handled safely and responsibly, families may be expensed for repairs or

replacements. Fines are structured in a 3-tiered manner: 1st incident \$35, 2nd incident \$75, 3rd incident full replacement value of \$300. Families may also be charged full replacement value if Chromebooks are lost or stolen due to students leaving them unattended or unsecured. We understand that damage may occur accidentally and that theft is possible, even under a watchful eye; in either case, students should notify teachers or administration as soon as possible so an investigation may take place. If there is a suspected theft, a police report should be filed.

5. Can anyone login on a district-owned Chromebook?

Only marioncs.org accounts issued to staff and students can be used when logging into the Chromebook. The “guest mode” capabilities and use of non-district Google accounts have been disabled. To help maintain student account security, the Chromebook will automatically lock when the lid is closed, and when the Chromebook goes into sleep/standby mode.

6. What about battery life?

Our Chromebooks typically hold an 8-12 hour charge when fully charged. The white LED will illuminate when charging and will turn off once it reaches 100%. To help extend battery life when using the Chromebook, users can lower the screen brightness.

7. What if a student forgets their Chromebook at home?

Students will be expected to bring fully charged devices to school every day in the same way that they are expected to bring other supplies to class. Chronically forgetting supplies may lead to disciplinary consequences including phone calls home.

8. Is this program too expensive for our school?

Chromebooks are nearly a third of the cost of a traditional Windows desktop or laptop, and have a longer shelf life due to the continual updates coming from Google. Since we no longer will be replacing as many Windows based PCs, **the cost is actually lower** to maintain a Chrome OS platform versus a Windows platform. We will rely on our existing purchase agreements with BOCES, meaning we will receive reimbursement at a rate of around 76% for technology purchases.

9. Why not only use a BYOD (Bring Your Own Device) approach?

While we understand that many students have their own laptops, tablets, and smartphones, because there are so many different models, it would be impossible to become experts about each of them. We also know that many families cannot afford devices that would be effective in a school environment. We want the device to be as easy to support as possible so that students and teachers can spend more time focusing on the content. We also want everyone to have equal access to high quality devices.

10. Can our network support this many devices?

The Smart Schools Bond Act project included installation and maintenance of a wireless network capable of supporting a 1:1 program. Wireless access points have been installed in every classroom and common gathering places. Our internet bandwidth is provided by our regional BOCES, who constantly monitors usage and adjusts our capacity as needed.

11. Can students get additional programs or apps themselves?

In order to prevent malicious apps, themes or extensions from being installed, students may be restricted to installing content that has been “whitelisted” (approved) by district teachers and administrators. This will ensure that Chromebooks are not bogged down with running unnecessary apps or extensions that are not needed for educational purposes. Teachers and administration have the capability of force-installing apps as they are needed. This policy will continuously be evaluated to

determine the most efficient way of students obtaining content.

12. Is there a camera built into the device?

Our Chromebooks have a webcam built into the top of the monitor, which allows students to take pictures and video and also use in videoconferencing situations using approved programs. There are also many screencasting apps that will allow for lesson recording and the ability to demonstrate specific functionality. The camera functionality will be enabled by default, though if distractions caused by cameras outweighs the benefit of having them, they can be disabled.

13. Is virus protection software needed?

Due to their unique cloud-based design, Chromebooks are fortunately not prone to viruses. In fact, a Chromebook can be reset to factory default settings within minutes (PowerWash), which makes them much more desirable in schools compared to traditional Microsoft Windows-based laptops that would require virus protection software and lengthy re-imaging. Regardless of platform, there are always security risks of sharing personal information online (such as passwords), so students will constantly be learning about responsible computing habits while using Chromebooks as educational tools.

14. What if parents refuse to allow their kids to bring devices home?

This is certainly a possibility, and parents know their children best. If parents choose not to permit their children to bring Chromebooks off campus, students would need to pick up Chromebooks each morning and turn them in at the end of the day in certain designated locations (ex. first period classrooms). The responsibility lies on the student to ensure their Chromebook is returned each day to the designated location.

15. What if a family has no home internet access?

Chromebooks can be used offline, however work created on them won't save until the student gets online. Teachers will instruct students on how to make specific Google Drive files available offline, so they can do so prior to leaving our school campus each day.

16. Will internet use at home (or anywhere off the school campus) still be filtered?

Yes, when using a MSCD device, internet content will be filtered in compliance with CIPA regulations using GoGuardian, which works directly on the device regardless of where the student is obtaining their network connectivity.

--- REQUIRED SIGNATURE ACCEPTANCE ON NEXT PAGE ---

Digital Chromebook Policy Acceptance Form is Available by following this link (<https://forms.gle/vCCR8NQvu2nPpoS7A>) , or using the QR code.



<p align="center">Chromebook Policy Acceptance Signature Page</p> <p align="center">Please Read and Initial For Each Item Below:</p>	<p align="center">Student Initial</p>	<p align="center">Guardian Initial</p>
<p>1- I will not loan my Chromebook out to anyone, or leave it unattended unless it is locked in a secure place. My family is responsible for the cost of a replacement should my chromebook become lost or stolen due to "gross negligence".</p>		
<p>2- I will report any damage immediately to my teacher. In the event of theft or damage by fire I will file a police report within five (5) days of the incident. My family is responsible for the cost of a replacement or repair fees should the administration determine that damage or loss was caused by my vandalism or "gross negligence."</p>		
<p>3- If I'm a Jr-Sr HS student, I'll charge my Chromebook each night, leave the charger at home, and bring just my Chromebook to school every day. If I'm an Elementary student, I'll charge and store my Chromebook in my teacher's classroom, and only bring it home with my teacher's permission.</p>		
<p>5- I understand that I have no expectation of privacy on the Chromebook and that my use and content is monitored. I also understand that my Chromebook will be filtered and managed at home and at school and I will not try to access inappropriate material.</p>		
<p>6- I have read and understand our School District Code of Conduct and Acceptable Use Policy as approved by our Board of Education and agree to follow them at all times. I will not attempt to go around existing security measures such as internet filters or firewalls.</p>		
<p>7- I agree to be a good digital citizen and not harass, bully, or be insensitive to others when I am online. This includes protecting my identity and passwords and not placing myself or others at risk by sharing personal information online.</p>		
<p>8- I understand that I need to return the Chromebook and power adapter when requested, and that I will receive the same Chromebook back the following school year.</p>		
<p>9- I will do my best to use my Chromebook to enhance my learning and create great things!</p>		

Chromebook Asset #: _____

Date Issued: _____

Student Name: _____
(please print clearly)

Grade Level: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____
(please print clearly)

Relation to student: _____

Parent Signature: _____

Date: _____