

## **Chromebook Policy and Information for Students and Parents**

**The mission of the 1:1 program in the Meadow Heights High School 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.**

**Meadow Heights High School 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 graduation.**

### **1. Receiving Your Chromebook**

#### **a. Parent/Student Requirements**

All parents/guardians and students are required to sign the Meadow Heights Chromebook User Agreement along with the Technology Acceptable Use Agreement. Both Agreements can be found at [www.meadowheights.k12.mo.us](http://www.meadowheights.k12.mo.us), under "Technology."

#### **b. Distribution**

Students will receive their Chromebook, carrying case, and charger/power adapter during the registration process. Students that miss registration will be able to pick up their Chromebooks from the Technology Department.

#### **c. Transfer/New Student Distribution**

Both students and parents must sign the Meadow Heights Chromebook User Agreement along with the Technology Acceptable Use Agreement during the enrollment process. Upon completion of the enrollment process, the student will report to the Tech Director and the Library Media Center for assignment of an email account, brief Chromebook orientation, and receive their Chromebook, carrying case, and charger/power adapter.

### **2. Returning Your Chromebook**

#### **a. End of Year**

At the end of the school year, students will turn in their Chromebook, carrying case, and charger/power adapter to the Technology Department on their assigned day during the last week of school. Failure to turn in the Chromebook will result in the students being charged the full \$250 replacement cost (Chromebook, carrying case, and charger/power adapter). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at Meadow Heights events. 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 Meadow Heights must turn in their Chromebooks, carrying cases, and chargers/power adapters to the Library Media Center on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$250 replacement cost (Chromebook, carrying case, and charger/power adapter). Unpaid fines and fees of students leaving Meadow Heights 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 Tech Director 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 Chromebook 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 the correct ports.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebook lids should be closed when not in use to conserve battery life.
- Chromebooks must never be left in a car or any unsupervised area.
- Chromebooks should always be at room temperature before booting. If they are cold, condensation may form and destroy it.

#### b. Carrying 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

- It is recommended to transport Chromebooks with care and in protective cases.
- 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 on 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 jump drives).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### 4. Using Your Chromebook at School

Students are expected to 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 in the Library Media Center and check out a loaner for the day or have his/her teacher call the Library Media Center to have one delivered by the Tech Director if available.
- Students borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- The LMC 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 principal's office for those students that have more than three occurrences during the quarter.
- The Principal will treat such occurrences the same as coming to class unprepared, which may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the LMC before 3:00p.m. on normal school days.

**b. Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when they leave their school- issued Chromebook for repair.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students while having their devices repaired must be returned to the LMC by the end of the day.
- The Tech Director 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 Chromebook at home in the evening.
- There will be a limited number of charging stations in the library and classrooms.

**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 teacher.
- 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.
- Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebook at school. Each print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work.

**g. Logging into a Chromebook**

- Students will log into their Chromebooks using their school issued Google apps for Education 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.

Work already uploaded to Google Drive can be accessed and modified without Internet connectivity. Modifications made while offline will be kept, and once the device is connected back to the Internet, the files will be updated. Some files may be stored on the Chromebook hard drive.

- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- 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.

## 5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. All documents saved in Google Drive will be accessible to the student without the need for an Internet connection. This enables students to work on documents off-line at home. Any changes made while off-line will then be updated once the user connects back to an Internet connection. Students are bound by the Meadow Heights Technology Acceptable Use Policy, Meadow Heights Chromebook User Agreement, and all other guidelines in this document wherever they use their Chromebook.

## 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. Wiping/altering the operating system will result in disciplinary action.

### a. Updates

- The Chromebook operating system, Chrome, updates itself automatically, but occasionally the student will need to click “Restart to update”.

### b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protections 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, logged, and monitored by the district. This filtering is very good, however, it is not perfect. We ask that parents and guardians monitor their child’s Internet activity as an additional precaution. If a website is blocked at school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked. **Any evidence of trying to get around the filter to inappropriate material will result in disciplinary action.**

## 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, and Forms.
- All work is stored in the cloud.

### b. Chrome Web Apps and Extensions

- At this time, students are not allowed to install any Chrome web apps and extensions from the Chrome Web Store. They will be requested by the teacher and pushed out by the Tech Director.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

## 9. Chromebook Identification

### a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, along with the name of the student assigned to the device.

## 10. Repairing/Replacing Your Chromebook

### a. Tech Support

- All Chromebooks in need of repair must be brought to the Technology Director or the LMC as soon as possible.

### b. Replacement Costs (subject to change)

Item	Replacement Cost
Chromebook (includes device & management software)	\$219
Charger/Power Adapter	\$30
Screen	\$60
Keyboard/Touchpad	\$80
Carrying Case	\$35

### c. Optional Insurance (subject to change)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- The district will provide optional coverage. Insurance is not required but is **HIGHLY** recommended. You can download an enrollment form at [www.meadowheights.k12.mo.us](http://www.meadowheights.k12.mo.us) “Technology,” “Chromebook Insurance.”

## 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 Chromebook activity at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such supervision, access, viewing, monitoring, and recording of their use.

**a. Monitoring Software**

- The Technology Department may use monitoring software that allows them to view the screens and activity on student Chromebooks. This does not include the camera.

**12. Appropriate Uses and Digital Citizenship**

School issued Chromebooks should be used for educational purposes and students are to adhere to the Technology User Agreement 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 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, 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 properly 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.

## **Device Protection Plan**

Each student **may** obtain insurance protection once.

Device Protection is available for students and parents to cover Chromebook replacement in the event of accidental damage. The protection cost is \$25.00 and will be returned when the student leaves the District or graduates if the Chromebook is in the same condition they received it. The insurance will cover one claim in full for breakage of any parts on the Chromebook. The second claim will be at a total cost to the student with charges assessed and recorded in their school accounts. Lost and stolen devices will not be covered but should be immediately notified to the technology office and a police report filed if believed stolen. **Insurance will be offered anytime as long as the Chromebook is in the condition it was received.** Replacement devices may be refurbished or repaired devices. Cases will be provided for the Chromebooks by the District, but the student/parent may choose to buy a more protective case. The Chromebooks must be transported in the cases at all times. **Power adapters are NOT covered by the insurance.** Loss or damage to the power adapters will be separate from insurance charges and will be payable to the district at replacement cost.

The best insurance is to take care of your device. Do not leave your device in the building, classroom, or car unattended. Always know where your device is!

If a student/family chooses to opt out of the insurance coverage then the student/family will assume full liability for any damage or loss of the Chromebook and will replace/repair the Chromebook at their own expense at current pricing guidelines. Insurance must be purchased at the beginning of the year or when the student enrolls at MH R-II. **Purchase of insurance cannot be made after damage to the Chromebook has occurred.**

### **Claims**

All insurance claims must be reported to the technology office. If theft or fire occurs, students or parents must file a police or fire report and bring a copy of the report to the principal's office before a device can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the Bollinger County Sheriff's Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

## Meadow Heights R-II Chromebook Handbook

### Signature Page

**I have read, understood, and agree to abide by the Acceptable Use Policy and the information contained in this Chromebook handbook.**

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ (Date)

Parent Signature: \_\_\_\_\_ (Date)

#### **Optional Meadow Heights R-II School District Protection Plan**

\_\_\_\_\_ Yes, I wish to enroll in the MH R-II Protection Plan. The plan costs \$25.00. The plan does not cover the power adapter.

\_\_\_\_\_ Cash

\_\_\_\_\_ Check Number

\_\_\_\_\_ No, I've already paid \$25 during a previous year.

\_\_\_\_\_ No, I am choosing to currently opt out of the MH R-II Protection Plan. I realize that this will make me solely responsible for any damage or loss of the Chromebook issued to me by the District. I can choose to pay at a later date only if it is in the condition I received it.