



# Mount Vernon City Schools Chromebook Policy Handbook

*The mission of the 1-to-1 program in the Mount Vernon City 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 life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team 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.*

## **Device Purpose**

The Mount Vernon City School District is providing students grades K - 12 with access to a Chromebook device. This device is property of the Mount Vernon City School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to ProgressBook, Schoology, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Mount Vernon City Schools by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

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## 1. Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. ***Parents & Students must complete the District Authorizations Form online through the [OneView Parent Portal](#) before the Chromebook can be issued to their child.***

Identification labels have been placed on the Chromebook and case. These labels are not to be removed or modified. If they become damaged or missing the Technology Department should be contacted for replacements.

The Chromebook that has been issued to this student is, and at all times remains, the property of Mount Vernon City School District and is being loaned to the student for educational purposes only for the academic school year and must be used in accordance with the policies and procedures contained herein, the student code of conduct, the Mount Vernon City School District Acceptable Use Policy, and any applicable laws.

Use of this Chromebook, as well as access to the computer network, the Internet, and email are a privilege and not a right. The Chromebook and accessories are provided for educational purposes only and are intended to support the learning objectives of Mount Vernon City School District. The Chromebook and its components will be returned in the same condition as it was received

### **Student Owned Devices**

We recognize there may be situations in which parents would prefer to provide their child with their own personal device instead of accepting the district issued chromebook. Please know that every child is required to have access to a device, whether provided by the family or the district.

If, as a parent you plan to provide your child with their own device, please read the information below.

It is agreed and understood that:

- Participation in this program is totally voluntary. If a student does not accept a district issued device, he/she will be responsible for having their own device in order to access the electronic instructional materials and web-based tools.

- Assignments or tests will not be modified to accommodate specific requirements of devices brought to school under the Bring Your Own Device Program. It will be the student's responsibility to complete all assignments as required.
- The district will not provide any technical support or repairs to personally owned devices nor will those students have access to any loaner devices should the personal device become inoperable.
- Any software required for use would need to be purchased by the student. The district cannot load district-owned software on devices not owned or leased by the district.
- The district recommends that the student-owned device maintains current operating systems
- Devices brought to school via the Bring Your Device Program will **NOT** be used for state testing. **A school owned device will be provided for state testing.**
- Students who opt out of the one-to-one distribution may request to enter the program at any time by completing necessary paperwork and paying any applicable fees. To request a device at a future date, parents/students should contact their building principal.
- Students are expected to follow all the conditions of the Acceptable Use Policy when operating/using their own device for/or at school.
- The district does not accept any liability for personal devices used at school. It is the student's responsibility to properly care for and store the device while at school.
- Personal devices brought to school are not covered by district insurance programs.
- Personal devices cannot be used for required State Testing.

## 2. Return:

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at MVCSD.

Any student who transfers out of MVCSD will be required to return their Chromebook and accessories. 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.

The [Chromebook Return form](#) must be completed by the student and a district technician when the Chromebook is returned.

### 3. Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the designated Tech Office in each building. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

#### 3a. General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the chromebook.
- Always bring your chromebook to room temperature prior to turning it on.

#### 3b. Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Protective padded cases are provided and should be used at all times. The extra padding of the case helps to protect the chromebook.

#### 3c. 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 on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- **Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).**

- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

## 4. Using Your Chromebook

### 4a. At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes. Loaner chromebooks will not be issued to students who forget their chromebooks.

### 4b. At Home:

All students are required to take their Chromebook home each night throughout the school year for charging. ***Chromebooks must be brought to school each day in a fully charged condition.*** Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

### 4c. Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that student bring personal headset or 'ear-buds' for any audio projects they work on.

### 4d. Printing:

*At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

*At Home:* The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

## 5. Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a mini SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

## 6. Personalizing the Chromebook:

Chromebooks and cases must remain free of any writing, drawing, or stickers. An identification label with the student's name will be provided by MVCSD for the Chromebook case. Spot checks for compliance will be done by administration, faculty or MVCSD Technicians at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Mount Vernon City School District acceptable use policy.

## 7. Software on Chromebooks:

### **7a. Originally Installed Software:**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.



### **7b. Virus Protection:**

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

### **7c. Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

### **7d. Procedure for Restoring the Chrome OS:**

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored.

## **8. Protecting & Storing Your Chromebook:**

### **8a. Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and MVCSD asset tag
- Individual's Google Account username

*Under no circumstances are students to modify, remove, or destroy identification labels.*

### **8b. Storing Your Chromebook:**

- When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker.
- Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours.
- The Chromebook should be charged fully each night at the student's home.

Chromebooks should never be stored in a vehicle.

### **8c. Storing Chromebooks at Extra-Curricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events.

### **8d. Chromebooks Left in Unsupervised / Unsecured Areas:**

- Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office.
- Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

## **9. Repairing or Replacing Your Chromebook:**

### **9a. Chromebook Repair:**

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the building's Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage. Parents will be billed for parts and labor.

### **9b. Chromebook Warranty:**

Warranty for the Chromebook protects from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date MVCSD takes delivery of the Chromebook. The warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the building's Tech Office. If a Chromebook becomes defective (at no fault of the student) after the warranty expires, MVCSD will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

## 10. Lost, Stolen or Damaged Device and Accessories:

A Chromebook or any of the accessories that are lost (whereabouts unknown) or damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to take home until the replacement cost of the lost/damaged device or accessory is paid in full.

- Replacement of the Chromebook - \$220
- Case - \$30
- Charger (power adapter/AC wall plug)- \$20
- Dell or HP 11 Screens - \$60
- Lenovo 300e Screens - \$100
- Trackpad Replacement - \$50
- Keyboard Replacement - \$75

Failure of the parent, legal guardian or student to pay any charges from a damaged, lost or stolen Chromebook will be turned over to proper collection authorities.

## 11. Chromebook Technical Support:

The building's Tech Office is the first point of contact for repair of the Chromebooks. Services include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

## 12. Acceptable Use Guidelines

### 12a. Mount Vernon Acceptable Use Policy

[Mount Vernon Acceptable Use Policy](#) is located on the district web page and on the OneView portal.

## 13. Chromebook FAQ's

### **Q. What is a Chromebook?**

A. Chromebooks are computing devices designed specifically for people who live and work on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by a typical computer. (Google)

### **Q. What kind of software does a Chromebook run?**

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." (Google)

### **Q. How are these web-based applications managed?**

A. Each Chromebook we provide to students will be a managed device. Members of Mount Vernon City Schools Technology Dept. will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

### **Q. Can the Chromebook be used anywhere at anytime?**

A. Yes, as long as you have a WiFi signal to access the web. You can create and complete files offline as well, and they will sync to your Google Drive when a connection to the Internet is reestablished.

### **Q. Will our Chromebook have 3G or 4G?**

A. No. The district Chromebooks will not have 3G or 4G broadband.

### **Q. Do Chromebooks come with Internet Filtering Software?**

A. No. Chromebooks do not come with internet filtering software. However, the Chromebooks will be filtered based off MVCSD internet filtering system.

**Q. Is there antivirus built into it?**

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

**Q. Battery life?**

A. Chromebooks have a rated battery life of 8.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day. Battery life is impacted over time and proper charging/recharging will help extend the battery life of the device.

**Q. What devices can I connect to a Chromebook?**

A. Chromebooks can connect to:

- USB storage, mice and keyboards
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets and microphones