

Morgan Co R-1 Chromebook Policy Handbook



The policies, procedures, and information within this document apply to all chromebooks used at Morgan Co R-1 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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Receiving Your Chromebook:

Chromebooks will be distributed during student registration upon collection of yearly insurance fee. **Students who currently have outstanding balances or fines and fees will not be issued a Chromebook until the debts have been resolved. *Parents & Students must sign and return the chromebook Policy Sign-off and Student Pledge document before the chromebook can be issued to their child.*** This document will need to be signed and returned during student registration.

Yearly Insurance:

Morgan Co R-1 requires that a chromebook insurance be purchased by going to <http://my.safeware.com> (username mcsd - password bulldog) or you can opt in to be financially responsible for your child's device on the student/parent chromebook agreement form prior to deployment of the chromebook to your child.

Training:

Students will be trained on how to use the chromebook by their teachers. Students are also encouraged to research and learn on their own.

Return:

Student chromebooks and accessories (charger and carrying case) will be collected at the end of each school year for maintenance. Students will retain their original chromebook each year while enrolled at Morgan Co R-1.

Any student who no longer attends Morgan Co R-1 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 and reported as stolen property of Morgan County R-1.***

Taking Care of Your Chromebook:

Students are responsible for the general care of the chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Library Media Center. If a loaner chromebook is needed, one may be issued to the student (if payment has been received) until their chromebook can be repaired or replaced.

General Precautions:

- Food or drink is not recommended near your chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the chromebook case.
- Students should never carry their chromebook while the screen is open.
- 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 as this may break the screen.
- Do not expose your chromebook to extreme temperatures 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.

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.

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 purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.

Using Your Chromebook

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, unless specifically advised not to do so by their teacher.

At Home:

All insured 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. Violations of this policy may result in referral to administration and possible disciplinary action. If fully charged at home, the battery should last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers will utilize digital copies in most instances.

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>

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 miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Software on Chromebooks:

Originally Installed Software:

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. The software originally installed on the

chromebook must remain on the chromebook in usable condition and easily accessible at all times.

From time to time the school may add software or apps 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.

Virus Protection:

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

Additional Software:

Students are unable to install additional software on their chromebook other than what has been approved by Morgan Co R-1.

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. Inappropriate use or content will be subject to disciplinary action.

Procedure for Restoring the Chrome OS:

If technical difficulties occur the device may be restored to factory settings. 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 unless the student requests that an attempt be made to salvage it.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Morgan Co R-1. Spot checks for compliance will be done by administration or Morgan Co R-1Technicians at any time.

Students may add appropriate music, photos, and videos to their chromebook. Personalized media are subject to inspection and must follow the Morgan Co R-1 acceptable use policy.

Protecting & Storing Your Chromebook:

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 Morgan Co R-1 asset tag
- Individual's Google Account username

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

Storing Your Chromebook:

When students are not monitoring their chromebook, it 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 that have paid their insurance need to take their chromebook home with them every night. The chromebook is not to be stored in 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 for an extended period of time, especially during times of extreme temperatures.

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their chromebook during extra-curricular events. A locked locker is suggested for storage.

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.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner chromebooks may be issued to students who have paid the cost of the repair when they leave their chromebook for repair at the Library Media Center.
- If repair is needed due to malicious damage, the school will refuse to provide a loaner

chromebook, unless full replacement cost has been rendered prior.

- Repaired chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to the 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 that is a result of misuse or abusive handling.

Lenovo Warranty:

Lenovo warrants the chromebook 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 Morgan Co R-1 takes delivery of the chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the chromebook. The Samsung warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all chromebook problems to the Library Media Center.

If a chromebook becomes defective (at no fault of the student) after the Lenovo warranty expires, Morgan Co R-1 will replace the chromebook at no charge with a refurbished chromebook of the same age or newer.

Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative, the Morgan Co R-1 is requiring an insurance prior to the deployment of the chromebook to your child. The insurance will cover accidental damage or loss due to an act of nature. The Morgan Co R-1 will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy does not cover loss of the chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Morgan Co R-1 will assess the chromebook damage and repair or replace the device if the damage is determined to be within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or loss.**

Lost or Intentionally Damaged Device and Accessories:

A chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. It will be the discretion of Morgan Co R-1 administration of fault. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Estimated Costs of Repairs (subject to change)

- Replacement of the Chromebook (\$280 for devices purchased by Morgan Co R-1 prior to January 2014)
- AC Adapter & power cord - \$15
- Battery - \$98
- Protection Case - \$20
- Screen Replacement - \$50
- Top cover (A-side) - \$23
- Screen Bezel (B-side) - \$29
- Keyboard (includes Sim card door) (C-side) - \$40
- Bottom casing (D-side) - \$27
- Power ports \$12
- LCD video cable (Motherboard > screen) \$27

Chromebook Technical Support:

The Technology Department will be the first point of contact for repair of the chromebooks.

- 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

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Technology Acceptable Use:

General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Morgan Co R-1. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Morgan Co R-1.
- Access to the Morgan Co R-1 technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the Morgan Co R-1 Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use

judgement as to what is acceptable in any undefined instances that may arise.

- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Morgan Co R-1 Chromebook Policy) contains.

Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.
- Parents are encouraged to monitor their child's internet activity and internet usage periods.

Legal Propriety:

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Morgan Co R-1 discipline code. 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.

Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Morgan Co R-1. The interface is heavily monitored by district network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.

- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- District issued student email accounts will only be able to communicate with other Morgan Co R-1 students and faculty.

Consequences:

- Students will be responsible for accounts and/or computer hardware issued to them. Non-compliance with the policies of the Chromebook Policy Handbook or the Morgan Co R-1 Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.