

Mount Calm ISD Chromebook Guide 2018-2019

Philosophy

Mount Calm ISD has committed itself to providing the best possible educational experience for our students. A strong foundational basis in language arts, math, science, social studies, fine arts and career and technology are combined with 21st century skills that will enable our graduates to meet the demand of the ever-changing world they will face. These skills will help propel our students to be prepared for the global workforce they will be entering as well be productive citizens in the life ahead.

Program Goal

Mount Calm ISD's mission is to have all students be well rounded and prepared for the next step such as college, work or technical training. The goal of the 1:1 Chromebook program at Mount Calm ISD is to create a learning environment that is consistent with advancements in technology and that helps facilitate both a creative and collaborative environment that challenges our students to become critical thinkers and problems solvers in the world in which they live.

What is a Chromebook?

A Chromebook is a personal computer running Google Chrome OS as its operating system. The Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than a traditional PC application like Microsoft Office or Photoshop that reside on the machine itself. The Chromebook will allow students to manage daily tasks while being productive with an affordable laptop that is easy to use and manage.

Procedure to Receive a Chromebook

1. The Chromebook Agreement form must be signed by both a parent/guardian and the student and returned to the school.
2. The annual technology protection plan fee of \$40.00 (check, money-order, or cash,) must be paid. (\$20.00 for payment made in January)
3. Chromebooks will be distributed to students once the school year is underway. If a student kept their Chromebook from the previous school year over the summer (special circumstance), it will be inspected and reissued to the student once the school year is underway. Each campus will arrange a time and location to distribute/re-issue these units.
4. All fines/holds must be cleared prior to a Chromebook being issued/re-issued.

Training

An important component of the program will be education about digital citizenship and appropriate online behaviors. Students will also receive training on digital citizenship/safety during the first week of school from their teachers. The students will also be provided with a brief overview of how to log in to the device and access Google Drive and their Mount Calm ISD email account.

The choices and consequences of appropriate technology use will be addressed during class meetings with the campus principals at the beginning of the school year including reminders and reinforcement about safe online behaviors.

Return

The District maintains ownership of the device at all times. If requested by the technology department or an administrator, students may be required to turn in their Chromebook for maintenance or inspection.

Should a student leave or unenroll from Mount Calm ISD, the student is required to return the Chromebook to the district along with all accessories. Should the student fail to return the Chromebook, the student and or parent may be responsible to pay restitution for the cost of the device and its ancillary equipment.

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, students may be asked to access messages, announcements, calendars, handbooks, grades, and other shared documents using their devices. Students are responsible for bringing their devices to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their devices.

If a student leaves the Chromebook at home, he/she is still accountable and responsible for turning all coursework completed in the required time frame as if the Chromebook were present. Other district computers may or may not be available for student use. If a student repeatedly leaves the Chromebook at home, they may be subject to disciplinary consequences or lose the privilege of taking the Chromebook home.

Loaner devices may be issued to students when their devices are being repaired. A limited number of "loaner" devices are available so a loaner cannot be guaranteed.

At this time, printing from the Chromebook at school is not available.

When possible, teachers will facilitate digital assignments. Therefore, the primary location for saving files should be to the student's Google Drive which is accessible to them on any Internet enabled device. Teachers will teach students appropriate means for sharing documents, saving work, and submitting assignments in the Google Drive and Google Classroom environment.

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

Free wireless access while at school will be provided by Mount Calm ISD. The District is not responsible for charges incurred for accessing other wireless connections or data charges.

At Home

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. Students are bound by the Mount Calm ISD Acceptable Use Policy, Chromebook Agreement, and all rules of this Guide regardless of where they use their Chromebook and regardless of the source of the Internet connection.

The Chromebook may 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. Please see <http://support.google.com/cloudprint>.

Care of Your Chromebook

The Chromebook is Mount Calm ISD's property and all users will follow these policies and the Mount Calm ISD Acceptable Use Policy. The students are responsible for the general care of the Chromebook they have been issued. Chromebooks that have physical breakage or fail to work properly must be immediately reported to their teacher and taken to the high school office to be logged for repair. If a loaner device is needed, one may be issued to the student for use at school until their device can be repaired or replaced (subject to loaner availability).

General Precautions

- No food or drink should be on or next to the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook's ports.
- Do NOT plug rechargeable devices into the USB port on the right side of the Chromebook. Instead only plug rechargeable devices (such as cell phones) into the USB 3.0 port located on the left side

Screen Care

- The Chromebook screen is a touchscreen device. The screen may be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. These screens may be particularly sensitive to damage with excess pressure.
- Never carry or pick up a Chromebook by grasping the screen. Doing so may break the screen.
- Never leave pens, pencils, earbuds, etc. in the Chromebook case. Closing the Chromebook with items in the case may crack the screen.

Asset Tags

- All Chromebooks will be labeled with a District asset tag that contains a barcode for inventory purposes. Asset tags may not be modified, removed, peeled, or tampered with in any way.

Storing Your Chromebook

- When high school students are not monitoring their Chromebooks, they should be stored in their lockers with locks securely fastened. Never leave your device in an unsecured locker.
- Nothing should be placed on top of the Chromebook.
- Chromebooks should never be stored in an unattended vehicle (locked or unlocked) or in any unsupervised area including locker rooms, hallways, the library, or the cafeteria.
- Chromebooks should be in their protective carrying case at all times. Avoid throwing, tossing, or misusing of the carrying case to prevent damage or breakage of their Chromebook.

- Students are responsible for securely storing their Chromebooks during extracurricular activities and events.

- Students are responsible for the safekeeping and protection of the Chromebook. Students should know where their Chromebook is at all times. In the event that a student misplaces the Chromebook, they should notify the office as soon as possible.

Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged. Each student is initially issued an AC charger with their device. It should be left at home and used to charge the Chromebook each night.

- A self-service, secure charging station is located on campus for student use as needed.

- Students may be permitted to charge Chromebooks in the classroom based on availability and at the teacher's discretion. Students should not expect access to an AC charger in classrooms.

- If a student routinely comes to class without the Chromebook charged, they may be subject to disciplinary consequences or lose the privilege of taking the Chromebook home.

Software and Security

All Chromebooks are supplied with the latest build of Google Chrome Operating System (Chrome OS) and will also have many other applications installed which are useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. Therefore, students should restart their Chromebook weekly to install pending updates. The district does employ a centralized management system that is utilized to change security settings, update software, and add and remove applications. Students are prohibited from disabling, modifying, circumventing or altering the management system settings or content filter.

Virus Protection

Because virus protection is built into Chrome OS, additional virus protection software is unnecessary.

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) and Internet connection, will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked. Parental monitoring of student Chromebook use at home is encouraged.

Google's G Suite for Education

Chromebooks seamlessly integrate with the Google's G Suite for Education set of productivity and collaboration tools. This suite includes Google Docs, Sheets, Slides, Drawings, Forms, Gmail and other apps. By default, all work is stored in the cloud.

Personalizing Your Chromebook

Students may add appropriate applications, music, photos, and videos to their Chromebook. Only “approved” application can be installed. Contact a teacher or administrator to request that an application be approved. All media must comply with the District’s Acceptable Use Policy and must be licensed appropriately. Any media accessed or stored in violation of copyright may be removed by the District without prior notice. Students are restricted from the use of media for entertainment purposes during instructional hours.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to the usage or content of a District-issued 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. Chromebooks are subject to confiscation at any time and without prior notice. At no time will the webcam be used to monitor students. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Repairing and Replacing Your Chromebook

Protection Plan Students are required to purchase a technology protection plan for their Chromebook for an annual fee of \$40. The protection plan will cover the cost of a one-time repair or replacement (not accessories such as charger, case, or headphones) in the event of accidental damage or theft if a police report is provided. Each additional repair or replacement during the same school year due to accidental damage will incur a \$50 charge. This protection plan does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional abuse, neglect, or misuse. **Replacement is at the discretion of the principal.**

Type of Incident Per School Year	Type of Damage	Cost
First repair or replacement of device	Accidental breakage or theft	Free
Second or subsequent repair or replacement	Accidental breakage or theft	\$50.00 per incident
Any occurrence of breakage due to gross negligence	Damage caused by abuse, misuse, neglect, intentional damage or loss.	The actual cost to repair or replace the device will be charged.

Digital Citizenship

School issued Chromebooks should be used for educational purposes and students must adhere to the Mount Calm ISD Acceptable Use Policy as well as related policies and procedures at all time when using the Chromebook, both on and off campus.

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 - Show respect through actions. Select online names and images that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider personal information you share about yourself.

2. Protect Yourself - Ensure that the information, images, and other media that is posted online will not put you at risk. Do not publish personal details, contact details, personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources at all times. Never share this information with others.

3. Respect Others - Show respect to others. Do not use electronic mediums to antagonize, bully, annoy, harass, or stalk people.

4. Protect Others - Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.

5. Respect Intellectual Property - Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.

6. Protect Intellectual Property - Do not use pirated software or distribute music or media in a manner that violates license agreements.