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1:1 CHROMEBOOK PROGRAM'S PURPOSE

The Manchester-Shortsville Central School District's mission is to challenge all learners and work in partnership with students, parents and community to achieve high standards. We also believe that excellence, communication, collaboration, continuous improvement, and resourcefulness are all characteristics of vital schools.

We are also tasked with preparing students for the world after school. To that end, we believe in the Partnership for 21st Century Skills' vision for student success in the new global economy. Not only must students have a strong base of core knowledge, "students must also learn the essential skills for success in today's world, such as critical thinking, problem solving, communication, and collaboration."

We believe that putting Chromebooks into the hands of students both in their homes and at school will help us to achieve our goals. Our hope is that these low-cost devices will ensure that the school doors are not a barrier that prevents students from having the tools they need to succeed at home.

1:1 CHROMEBOOK PROGRAM POLICIES AND PROCEDURES

The policies, procedures and information within this document apply to all Chromebooks used at MSCSD. **Failure to comply with the rules stated in this handbook may result in students losing the privilege of participating in this program or in disciplinary consequences.** Teachers may set additional requirements for computer use in their classrooms.

1. RECEIVING YOUR CHROMEBOOK AND LAPTOP CHECK-IN

1.1. Receiving Your Chromebooks

Chromebooks will be distributed each fall during "Chromebook Orientation", which will occur during class time with a grade level representative. Parents and students must sign and return the District Chromebook Acknowledgement form before the Chromebook can be issued to the student.

1.2 Chromebook Check-in

Chromebooks will be collected each school year for maintenance, cleaning and updating during the last week of classes prior to Regents week. If a student transfers out of RJ during the school year, the Chromebook will be collected at that time. Students will retain their original Chromebook each year while enrolled at RJ until such time as the Chromebook is replaced as part of the regular 3-year replacement cycle.

1.3 Charges for gross negligence or theft

If your Chromebook, Chromebook case, 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 fined for repairs or replacements. 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 tech staff as soon as possible.

If a student Chromebook is not returned during year-end check-in or upon transferring out of district, the administration will see to it that this equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to local law enforcement. 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 redjacket.org users.

1.4 Replacement Charges

Total Replacement	\$ 280.00
Spare AC Adapter	\$ 20.00
Replacement Keyboard	\$ 25.00
Replacement Screen	\$ 50.00
Carrying Case	\$ 25.00

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken or fail to work properly must be reported immediately to Tech Staff using the online Tech Support request form. This form will be monitored both by district staff and a team of student volunteers.

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 carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open, unless directed to do so by a teacher.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of MSCSD.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks should always be within the protective case when carried.

2.3 Screen Care

The Chromebook screens 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 the top of the Chromebook when it is closed.
- 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, or disks).
- Clean the screen only with a soft, dry, anti-static cloth or LCD screen cleaning wipes.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

2.4 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.

2.5 Storing Chromebooks

When 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. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed for assignments. Laptops should not be stored in a student's vehicle at school or at home.

2.6 Password Protection

Students are expected to password protect their laptops. If a student fails to keep the password confidential, appropriate disciplinary actions will be followed.

2.7 Cost of Repairs

MSCSD 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 carrying cases and cords will be charged the actual replacement cost.

3. USING YOUR CHROMEBOOK AT SCHOOL

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 they leave their Chromebooks for repair at the Technology Department located in the High School.

3.2 Charging Your Chromebook's Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violations (minimum of four days – not consecutively) of this procedure will result in: 1st offense: Responsible for all work in class, and share computer with students in class. 2nd offense: Parent will be notified and work to be completed after school hours. 3rd offense: Student/Parent Conference with Principal

In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class. Because of this, students should also make sure that they bring charging cables each day.

3.3 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 will result in disciplinary actions.

3.4 Sound, Music, Games, or Programs

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

Internet Games are not allowed on the Chromebooks during school hours. No games can be installed on the Chromebooks.



Do not save games or programs to the hard drive or on Google Drive. All software must be district provided.

3.5 Printing


Students may use printers that are installed on the Chromebooks before/after school and during class with a teacher's permission. Students may install their own home printers.

3.6 Accessing Internet Access Away From School


Students are allowed to access other wifi networks on their Chromebooks, however school personnel will not provide support for network issues away from school. Please see <https://support.google.com/chromebook/answer/1047420?hl=en> for support on connecting to internet connections away from school.


- First, turn on Wi-Fi. In the lower right corner of your screen, check the network Wi-Fi icon . If you see the network Wi-Fi signal off icon , click it to turn Wi-Fi on. Your Chromebook will detect nearby networks.

Open networks don't have a lock on them and don't require the use of a password. To connect to an open network:

1. In the lower right corner of your screen, click the network Wi-Fi icon .
2. Choose an open network to connect to.

Note: When you log in to an open network, your information may be visible to others.

Secure networks are marked with the Wi-Fi lock icon  and require additional information before you can connect. To log in to a secure network:

1. In the lower right corner of your screen, click the network Wi-Fi icon .
2. Click the secure network you'd like to connect to. A box will open.
3. Enter the password for that network.
4. When prompted, choose "WPA," then select either WPA-1 or WPA2-Personal security. The WPA-2 setting offers more security than WPA-1. WEP isn't recommended.

4. MANAGING YOUR FILES AND SAVING YOUR WORK

4.1 Saving to the Chromebook

The Chromebooks have limited storage space (16GB) and so, saving to the device is not recommended. Instead, students should save documents and other items to their Google Drive. 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 also choose to backup all of their work using removable file storage devices. Removable memory sticks may be purchased at a local retailer.

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.

4.3 Network Connectivity

MSCSD makes no guarantee that their 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. SOFTWARE ON CHROMEBOOKS

From time to time the school may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from Chromebooks at the completion of the course. Periodic checks of Chromebooks will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

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 hard drive will then be re-formatted or re- imaged by a technician.

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.

Appendix A. Manchester-Shortsville Central School District Chromebook Acknowledgement - 2018-2019 School Year

Review with your child and initial each statement below.

The following items reiterate some of the most important points covered in the Computer Use Agreement and the Standards for Proper Care addendum which you can read in the student guidebook	Student Initial	Parent Initial
I will not leave my laptop unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement (\$280) should my laptop become lost or stolen due to "gross negligence" as determined by the administration.		
I will report any damage that occurs to the Chromebook by filling out an online Tech Support request. My family is responsible for the cost of a replacement or repair should the administration determine that it was caused by my vandalism or "gross negligence."		
I will charge my Chromebook at night and bring it to school every day.		
I will not use any file-sharing programs to download or stream copyrighted material or distribute such materials.		
I will keep the Chromebook lid closed and in the school provided sleeve when travelling from place to place. I will also handle it in a safe and careful way so that it stays in good working condition.		
I will read and follow general maintenance alerts from school technology personnel and will turn in the Chromebook to my grade level support teacher in the last week of school.		
I will alert school technology personnel about any technical problems that I may be having by filling out an online Tech Support request.		
I understand that I have no expectation of privacy on the Chromebook and that my work on it is monitored. I also understand that my Chromebook will be filtered at home and at school and I will not try to access inappropriate material.		
I will not attempt to go around existing security measures such as internet filters and understand that if I try to do any "hacking," I will no longer be able to participate in the 1:1 program.		
I agree to be a good digital citizen and not harass, bully, or be insensitive to others when I am online.		
I agree to protect my identity and not place myself or others at risk of real life danger by disclosing personal information online.		
I will not deface (write on, put stickers on, etc.) the Chromebook or bag assigned to me nor will I deface the Chromebook or bag assigned to		

another student.		
I understand that I will need to return the Chromebook during the last full week of school and that I will receive the same Chromebook back in the fall.		
I will do my best to use my Chromebook to learn information and create great things.		

Yes, I'm in! I want to participate in the 1:1 Chromebook program and agree to be safe, responsible, and follow all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State, local laws and MSCSD rules. I understand that if I'm not safe and responsible, I won't be able to participate in the program and could be subject to disciplinary consequences.

Student Name (printed clearly) _____ Grade: _____

Student Signature & Date _____

Parent Name (printed clearly) _____

Parent/Guardian Signature & Date _____

This completed and signed form and the Acceptable Use Policy signature page on the following pages of this is a mandatory requirement for the assigning and issuing of a MSCSD Chromebook. It must be filed prior to the issue and assigning of the Chromebook. Students will who do not have this form signed will only be able to use Chromebooks in school and must secure them a designated area at the end of each day.

Student's Internet Agreement - ALL students must sign this form (or print if you can't sign yet)

I understand the MSCSD Acceptable Use Policy for Computer Technology and Internet Users and agree to use my Internet access for educational purposes. I understand that unacceptable use of the Network and Internet Access, as defined by the policy may, at the discretion of the Computer System Administrators or my principal, result in the restriction or cancellation of my access privilege and/or further school disciplinary action. I understand that when I am using the Internet and/or other telecommunication environments, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State, local laws and MSCSD rules.

My signature below means that I have read and agree to follow the guidelines of the Manchester-Shortsville Central School District Computer Technology Use & Internet Access Agreement.

Student's Name (please print) _____ Grade _____

Student's Signature _____ Date _____

Parent/Guardian's Permission for Student's Internet Agreement

As parent or guardian of this student, I have read the MSCSD Acceptable Use Policy For Computer Technology and Internet Users, and understand that is a revocable privilege to use the Internet, and I give my permission for my child to be given access to the Internet. I recognize that the MSCSD will use its best efforts to supervise Internet access and to enforce the Acceptable Use Policy. I will not hold the MSCSD, teachers, administrators or any school employee responsible for intentional abuse of the access privilege by users. I expect that the school will take appropriate action, in line with the Acceptable Use Policy when abuses are discovered.

Parent/Guardian's Name (please print) _____

Parent/Guardian's Signature _____ Date _____

Phone # _____

Please check if you would like a phone call if your child were found violating policy.

Student's Email Access Agreement – Students in Grades K through 12 must sign this part

My child and I have read, understand, and agree to abide by the MSCSD Email Policy for District email.

Please issue my son or daughter a Manchester-Shortsville School District email account.

Parent/Guardian's Name (please print) _____

Parent/Guardian's Signature _____

Student's Full Name (please print) _____

Student's Signature _____

Date _____