Medical Lake
School District

"... if we teach today as we taught yesterday, we rob our children of tomorrow ..."

– John Dewey

PURPOSE

Citizenship, learning, and work in today's world demand our graduates responsibly, ethically, and capably apply a variety of technology skills. By providing each secondary student a Chromebook to use at school and at home, Medical Lake School District (MLSD) intends to enable an engaging, collaborative, self-directed, and empowering learning environment that supports students' preparation for fulfilling futures beyond high school. Through rich and ample opportunities to use technology for learning in school and at home, it is our goal students will:

- Access digital resources where and when they need them;
- Proficiently and safely use information, media, and technology to succeed in a digital world;
- Communicate with peers, teachers, and appropriate resources beyond the schoolhouse in support of learning;
- Learn, share, collaborate and create to think and solve problems;
- Manage work, equipment, resources, and time lines to lead to accomplishment; and
- Take ownership of goals and apply resources to reach them.

The use of district-provided technology requires students to abide by all MLSD policies and procedures related to the Acceptable Use Procedures for Electronic Resources, local, state, and federal laws. Students are expected to responsibly use district technology and network resources and to keep their district-issued devices safe, secure and in good working order. The information in this Manual will assist students and parents in meeting these expectations:

1. **Student Responsibilities**
2. **Parent Responsibilities**
3. **Chromebook Coverage Program**

STUDENT RESPONSIBILITIES

General Care
- Leave asset tags displayed; do not tampered with or remove.
- Leave vents uncovered.
- Clean the screen with a soft, dry microfiber cloth if needed.
- To clean other parts of the device (including keyboard), use designated computer disinfectant wipes. Never clean an electronic device with water.
- **Report any damage to the device as soon as possible. This means no later than the next school day.**

Classroom Habits
- Center the device on the desk.
- Use two hands to open the lid and carry the device.
- Close the lid before standing up.
- Follow all directions given by the teacher.
- Follow copyright laws and cite appropriately sources used from electronic media.
- Convey to your teacher as quickly as possible, without discussing with other students, any identified security problems or potential online safety issues.

Lockers
- Never pile things on top of the device.
- Store device flat or standing up on its side.
- Never leave the device on the bottom of the locker.
- Never leave the locker set to open without entering the combination.

Traveling to, from, and around school
- Never leave the device unattended for any reason. Use lockers/PE lockers to lock up in school.
- Do not leave the device in a vehicle.
- If ever in a situation where someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school.
- Do not lean against the device or on your backpack with the device inside.

At home
- Take your device home every day.
- Charge the device fully each night.
- Use the device in a common room of the home.
- Store the device on a desk or table - never on the floor!
- Leave the power cord/charger at home.
- Protect the device from:
  - Extreme heat or cold
  - Food and drinks
  - Small children or pets

Following the Acceptable Use Procedures for Electronic Resources
Rules and guidelines are in effect before, during, and after school hours, for all MLSD electronic devices whether on or off the school campus. All use of the network, whether on a district-provided or personal electronic device, must support education and research and be consistent with the mission of the school district. Remember these important do's and don'ts from our MLSD procedures:

✅ DO...	❌ DON'T...
- Keep your network login and password safe and private; change passwords in accordance with district policy. - Create files, digital projects, videos, web pages and podcasts using network resources in support of education and research. - Participate in blogs, wikis, bulletin boards, social networking sites and groups that support education and research. - Create content for podcasts, e-mail and web pages that support education and research. - Cite appropriately sources used from the Internet or other electronic media. - Keep personal information private, including your full name, home address, and phone numbers, on websites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium. - Keep other individuals' personal information private on any electronic medium unless first obtaining permission to share. - Notify a school authority if dangerous or inappropriate information or messages are encountered online.	- Use other users' accounts. - Access unauthorized computers, networks or information systems. - Cyberbully, harass or distribute hate mail of any kind, including discriminatory jokes and remarks. - Post, send or store information that could endanger others. - Demonstrate actions that are unethical, illegal or result in liability or cost to MLSD. - Copy or make copies of electronic works or software programs; this is the same as stealing. - Hack, vandalize, or introduce viruses, worms, or other changes to hardware, software and monitoring tools. - Access, upload, download, store or distribute obscene, pornographic or sexually explicit material. - Use MLSD technology for personal gain, commercial solicitation or compensation of any kind. - Physically alter parts or components of district technology devices without explicit prior approval of the Department of Technology. - Download, copy or reproduce district data, data sets, and/or data collections of the MLSD.

Remember that files, including email, stored on MLSD equipment or the MLSD network are the property of the district and are subject to regular review and monitoring. (All students have access to the Google drive to save documents.)

Any failure to comply with these responsibilities may result in disciplinary action. MLSD staff may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. MLSD staff reserves the right to confiscate the property at any time.

School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds.

PARENT/GUARDIAN RESPONSIBILITIES
There are several responsibilities assumed by the parent/guardian. These are outlined below.

The parent/guardian is responsible for the cost of repair or replacement if the device is:

- Not returned
- Intentionally damaged
- Lost because of negligence

Monitoring Student Use

The MLSD makes every effort to equip families with the necessary tools and information to ensure safe use of the digital devices in the home. Filtering services provided in our schools in compliance with minimum federal regulations for protection of students is extended to Chromebooks when they are used away from school. The parent/guardian is also responsible, though, for monitoring student use outside of school. Parent involvement is key for keeping students safe online.

Suggestions

- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- Only allow electronic device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Develop a set of rules/expectations for electronic device use at home. Some Websites provide parent/child agreements for you to sign.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- View your child's Google Drive to check on work progress**.** If you have your own device like a smartphone, computer, or tablet, and a Google (Gmail) account, you can access your child's Google Drive to look at the work they have been doing at school (including comments from teachers and peers.)
- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- Put all electronic devices "to bed" for the night at a designated time. This is a great way to ensure the Chromebook is charged nightly, as well.
- Turn off your home WiFi at appropriate times. Many of the Chromebook and other device features require an Internet connection to function. When offline, the Chromebook can access the Google Docs suite and not much more. Turning off your home WiFi at night can prevent late night YouTube sessions, or chatting with friends at inappropriate times.

Medical Lake
School District

CHROMEBOOK COVERAGE PROGRAM

Chromebook devices are loaned to students and remain the property of the MLSD. Just like textbooks, team uniforms, and other school property issued to students for school purposes, there is a responsibility to care for and return the property in good condition. We know, though, accidents or loss may happen, even when students are doing their best to take care of their devices. In these cases, state regulations and district policies designate a fine be assigned to cover the repair or replacement cost of district property. In recognition of this, the Medical Lake School District an inexpensive annual coverage program for parents/guardians to lessen the financial burden should an accident or theft occur. Fees are annual (one time per year) and non-refundable.

Annual Cost	Accidental Damage	Stolen*	Not Covered
$25 Full Cost $10 Free or Reduced Lunch Fee	Deductible: 1st Incident: $0 2nd Incident: $0 3rd Incident: Full Cost Example: Screen Replacement: $55 Covered: Accidental damage, fire, flood or natural disaster.	Deductible: 1st Incident: $0 2nd Incident: $0 3rd Incident: Full Cost Example: Stolen Chromebook: $283 *Police Report is required to file a claim.	-Cords -Charger ($10) -Case -Missing keys (they do not just fall off) -**Negligent/willful damage** -**Lost devices** -Theft/failure to return

● Two incidents **total**, in any combination (damage/stolen) are covered per year. The family will be financially responsible for replacement/repair costs associated with any damage or loss to subsequently issued Chromebooks.

● If a lost device is later recovered in working condition, the fine will be refunded.

● If a student leaves the MLSD, but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purpose of recovering MLSD property.

Costs are for parts; no labor charges are assessed. Representative costs are provided here:

Item	Replacement Cost
Power Cord	$10
Chromebook	$283

Damage	Cost
Chromebook Screen Replacement	$51
Chromebook Keyboard Replacement	$109
Chromebook Key Replacement	$28
Chromebook Torn Touchpad	$109
Chromebook Touchpad Damage/Not Working	$65
Chromebook Headphone Jack – object removal	$65
Chromebook Headphone Jack – replacement	$109
Chromebook Charging Port (repair/replace)	$109
Chromebook Bezel (frame around screen) Replacement	$65
Chromebook Hinge Replacement	$65

Repairs
Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). MLSD Tech Support and hot swaps are available to assist students with getting issues resolved at no cost. Do not take MLSD owned devices to an outside computer service for repair.

Loaner Devices – "Hot Swaps"
Temporary replacements, known as "hot swaps," are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner device. The same rules and regulations apply to, "hot swaps."

Accidental damage vs. Negligence
Accidents do happen. There is a difference, however, between an accident and negligence. If the device is deemed to be intentionally or willfully damaged, the student may be subject to discipline and the cost of repair or replacement. Willful damage includes damage caused by removal of the case, writing on the machine, willful destruction, prying off keys/trackpad, spilling liquid in the machine, etc.

Lost Equipment
If any equipment is lost, the student or parent must immediately report it to the school librarian. When a device is reported as lost or stolen, the Technology Department will remotely turn off all device functionality so the device is unusable.

Payment Time line
Parents/guardians/students have 30 days to pay any fees or fines. If fines are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may set up payment plans to clear fines, if needed.

Equipment Return
All District owned devices must be returned. Students leaving the MLSD midyear must return the device to the library. As a part of the return procedure, the device will be inspected to assure that it is functioning properly and is not damaged.

Adapted from the work of the Marysville, Sumner, Auburn, and Vancouver School Districts.