

## **MASCOUTAH MIDDLE SCHOOL CHROMEBOOK PROCEDURES AND INFORMATION**

Mascoutah CUSD 19 is striving to provide student access to technology tools to improve learning. Many students have been using devices at school for a number of years and a review of instructional practices identified the need to put a device in *Every Student's* hands, *Everyday*. Placing Chromebooks in the hands of our students enables enhanced communication and collaboration in the classroom and beyond. Both of these skills are necessary to prepare students for the workforce.

The goal at MCUSD19 is “Engaging every student... every day in quality learning opportunities”. By placing a Chromebook in every student’s hands, we are able to create a collaborative learning environment that can reach “every student”. 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 lifelong learners and users. Our goal is to help students to transition from consumers of information to creative producers and owners of knowledge. 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.

### **DEVICE PURPOSE**

Mascoutah Middle School is supplying students with a Chromebook device. This device is the property of the Mascoutah Community Unit School District #19. The supplied device’s function will be to provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites and applications. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.

## **TABLE OF CONTENTS**

- 1. Receiving your Chromebook**
- 2. Returning your Chromebook**
- 3. Taking Care of your Chromebook**
  - a. General Precautions**
  - b. Carrying your Chromebook**
  - c. Screen care**
- 4. Using your Chromebook at school**
  - a. Chromebooks left at home**
  - b. Chromebooks under repair**
  - c. Charging your Chromebook**
  - d. Backgrounds and Passwords**
  - e. Sound**
  - f. Printing**
  - g. Account Access**
- 5. Managing & Saving your Digital Work on a Chromebook**
- 6. Operating System on your Chromebook**
  - a. Updates**
  - b. Virus Protection & Additional Software**
  - c. Procedures for restoring your Chromebook**
- 7. Acceptable Use Guidelines for Chromebook**
  - a. Access to Electronic Networks**
  - b. Privacy and Safety**
  - c. Legal Property and Copyright**
  - d. Email and Electronic Communication**
  - e. Consequences**
  - f. At Home Use**
- 8. Protecting and Storing Your Chromebook**
  - a. Chromebook Identification**
  - b. Account Security**
  - c. Storing your Chromebook**
  - d. Chromebooks left in Unsupervised Areas**
- 9. Chromebook Technical Support**
- 10. Chromebook FAQ's**

### **1. Receiving your Chromebook**

Chromebooks will be issued to students during the first few weeks of school. The student receive a Chromebook, a carrying case, & a two-piece charger. Students will be responsible for all three of those items throughout the school year. The Chromebooks will be returned to the district at the end of the school year. The Chromebooks are district owned and issued and all students, as well as parents/guardians must sign the Chromebook service agreement policy prior to being issued the Chromebook. If a student leaves the school prior to the end of the year the Chromebook, carrying case and two-pieced charger must be returned through the Chromebook Service Center and documented on the checkout sheet.

### **2. Returning your Chromebook**

All district and Chromebooks must be returned following the guidelines posted in respect of buildings.

- Students leaving the district must return the district owned Chromebook, carrying case and two-pieced charger to the Chromebook Service Center and it must be documented on the checkout sheet.
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

### **3. Taking Care of your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Chromebook Service Center, as soon as possible, so that they can be taken care of properly.

**Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.**

#### **3.a. General precautions**

- Food and or drinks should not be allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Never store your chrome book in your carrying case or backpack while plugged in.
- Never carry a Chromebook with the screen open.
- Chromebooks must remain free of any writing, drawing, or stickers.
- The ID tag should not be covered or blocked.
- Chromebook must have the Mascoutah Community Unit School District 19 asset tag on them at all times, this tag must not be removed or altered in any way. If the tag is removed, disciplinary action will result.
- Chromebook should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use everyday.

### **3.b. Carrying your Chromebook**

- Transport products with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Chromebook should be carried in the case provided.

### **3.c. Screen care**

Chromebook screens can easily be damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that puts pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid open (e.g. pens, pencils, or cords).
- Clean the screen with a soft, dry microfiber cloth.
- Refrain from using any cleaning solvents on the Chromebooks.

## **4. 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. Students must be responsible to bring their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

### **4.a. Chromebooks left at home**

- If a student leaves their Chromebook at home, they will be asked to go to the Chromebook Service Center to borrow a loaner Chromebook for the day.
- Repeat violations of this policy will result in disciplinary action.

### **4.b. Chromebooks under repair**

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair in the Chromebook service center.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it is lost or stolen.

### **4.c. Charging your Chromebook**

- Chromebook must be brought to school each day fully charged.
- Students need to charge their Chromebooks at home each evening.
- If Chromebook is not charged student must report to the Chromebook Service Center for a loaner until their Chromebook has been charged.
- Repeat violations of this policy will result in disciplinary action.

**4.d. Backgrounds and passwords**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary action.
- Take care to protect your password. Do not share your password.

**4.e. Sound**

- Sound should be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

**4.f. Printing**

- Students may print at home through the Google Cloud or by logging on to a desktop computer using their Google account in the classroom or library.

**4.g. Account Access**

- The Chromebooks are only to be used using an email from the MSD 19 domain, all student accounts will be the username@msd19.com.

**5. Managing & Saving your Digital Work on a Chromebook**

Google Apps for Education is a suite of products which include mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. These applications allow you to create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud. With a wireless internet connection, you can access your documents and files from any computer or Chromebook, at any time, no matter where you are.

- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students who want to save any work need to transfer their data to a personal gmail account.

**6. Operating System on your Chromebook**

**6.a. Updates**

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.
- Chromebooks should be completely shut down and restarted at least weekly.

**6.b. Virus Protection & Additional Software**

- With defense in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. Files are stored in the cloud, so there's no need to worry about lost homework.

**6.c. Procedures for restoring your Chromebook**

- If your Chromebook needs technical support for the operating system, all support and repairs will be handled in the Chromebook Service Center.

## **7. Acceptable Use Guidelines for Chromebook**

### **7.a. Access to Electronic Networks**

- All students will have access to multiple forms of electronic media and communication, which is in support of education and research and in support of the educational goals and objectives of the Mascoutah Middle School. At the Middle School Level, e-mail communication will be limited in consideration of COPPA.
- Students are responsible for their ethical and educational use of the technology resources of the Mascoutah Community Unit School District.
- Access to the Mascoutah Community Unit School District technology resources is a privilege and not a right. Each employee, student and or parent will be required to follow the acceptable use guidelines, as they are attached below.
- 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 materials, threatening or obscene material, and viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook and other applicable school policies, in certain situations law enforcement will be contacted.
- If at any time, you have violated the warranty of the device, you will be held responsible for any charges incurred or the replacement cost of the device.

### **7.b. Privacy and Safety**

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Mascoutah community unit school district.
- If you inadvertently access a website that contains obscene, pornographic or other offensive material, exit the site immediately and report the site information to the Chromebook Service Center.

### **7.c. Legal Property and Copyright**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a parent or teacher.

- Plagiarism is a violation of the student policy. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Illinois Penal Code, Computer crimes may result in criminal prosecution or disciplinary action by the District.

**7.d. Email and Electronic Communication**

- Always use appropriate and proper language in your communications.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communication sent/received should be related to educational needs.
- Email & communications are subject to inspection by the school at anytime.

**7.e. Consequences**

## Chromebook Consequences

Lunch Detention	<ul style="list-style-type: none"> <li>• Going to websites other than what was being instructed</li> <li>• Borrowing/charging after 2 times/qtr.</li> </ul>
After School Detention	<ul style="list-style-type: none"> <li>• Logging into or using another student's Chromebook</li> <li>• Borrowing/charging after 4 times/qtr.</li> <li>• Damaging or defacing any Chromebook (stickers/tape, etc...)</li> <li>• Inappropriate wallpaper/themes/images on Chromebook</li> </ul>
In-School Suspension	<ul style="list-style-type: none"> <li>• Using a Proxy to go around any filter to access blocked material - (No Chromebook use during ISS)</li> <li>• Visual depictions that are: obscene, pornographic, or harmful or inappropriate for students (as defined by COPPA and/or the Superintendent) found on the Chromebook.</li> </ul>
Out of School Suspension/student becomes a day user only	<ul style="list-style-type: none"> <li>• Cyberbullying (S.R.O. called and reported to police)</li> <li>• Hacking into secured data</li> <li>• Child Pornography- inappropriate visual depictions of anyone under the age of 18 found on a Chromebook</li> <li>• Stealing</li> </ul>

**7.f. At Home Use**

- The use of chromebooks at home is encouraged.
- Chromebook care at home is as important as it is at school, please refer to the taking care of your chrome book section.
- Transport your Chromebook in the provided case.
- The only login that can be used on the chromebook whether at school or at home is our MSD 19 domain login.
- The chromebook will be filtered by the school district even while being used at home.
- As stated in the electronic network access authorization, you are legally responsible for your child's actions.

**8. Protecting and Storing Your Chromebook**

**8.a. Chromebook Identification**

- Student Chromebooks will be labeled with a bar coded school asset tag. Chromebooks are the responsibility of the student. This device is for you to use during the duration of your time at Mascoutah Middle School. *Take good care of it!*

**8.b. Account Security**

- Students are required to use their at MSD 19 domain user ID and password to protect their accounts and are required to keep the password confidential.

**8.c. Storing your Chromebook**

- When students are not using their Chromebook, they should store them in a secure location. Nothing should be placed on top of the Chromebook when stored in the locker. Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed. Chromebook should not be stored in a student's vehicle at school or at home for security and temperature control measures.

**8.d. Chromebooks left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in an unsupervised area. Unsupervised areas include but are not limited to: the school grounds and campus, the cafeteria, computer labs, locker room, unlocked classrooms, bathrooms and hallways. A Chromebook left in these areas is in danger of being stolen. If an unsupervised Chromebook is found, notify a staff member immediately. Unsupervised Chromebooks will be confiscated by staff and turned into the Chromebook Service Center. Disciplinary action may be taken from leaving your Chromebook in an unsupervised location.

## **9. Chromebook Technical Support**

- Chromebook technical support will be available in the Chromebook service center. Services provided include the following:
  - Hardware maintenance and repairs.
  - Password resets.
  - User account support.
  - Coordination and completion of warranty repairs.
  - Distribution of loaner Chromebooks.
  - All repairs must go through the Chromebook service center. **Do not use any outside service or repair center for any Chromebook issues.**

## **10. Chromebook FAQ's**

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

- A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-size keyboard, large display & clickable trackpad, touch screen, 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 typical computers."  
("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 the students will be a managed device. Members of the Mascoutah Community Unit School District Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-based applications as well as block specific web applications from a centralized management console.

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

- A. Chromebooks can connect to:
- a. USB Storage, mice and keyboards
  - b. External monitors and projectors
  - c. Headsets, earsets, microphones
  - d. SD cards

### **Q. Can the Chromebooks be used anywhere at any time?**

- A. Yes, as long as you have a Wi-Fi signal to access the web. Chrome offers the ability through apps so users can work and in offline mode when Wi-Fi is not available.

**Q. Will our Chromebooks have 3G?**

A. No, the district chromebooks will not have 3G broadband but have the ability to connect to wireless internet.

**Q. Do Chromebooks come with Internet filtering software?**

A. No. Chromebooks do not come with Internet filtering software. However, while in district, Chromebooks will be used with the school's Wi-Fi to access the internet, which is filtered. While at home, the Chromebooks will be filtered based on the protection provided by your home Wi-Fi system and have a built-in Google Chrome filter because of the MSD 19 domain.

**Q. Is there antivirus built into the Chromebook?**

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

**Q. What is the average battery life of the Chromebook?**

A. Chromebooks have a rated battery life of approximately 7 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.