

Millville Public Schools Chromebook and Laptop Parent/Student Handbook

Students at MPS Grades Prk-12 will be issued a Chromebook or a laptop for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

The policies, procedures, and information within this document apply to all Chromebook/Laptop and other technology-able devices used in MPS considered by the Administration to come under this policy.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication Chromebook/Laptop may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, and/or legal action.

Chromebooks/Laptops are intended for use each school day. Therefore, students are responsible for charging the Chromebook/laptop battery before the start of each school day and bringing their Chromebooks/laptops to school each school day.

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GENERAL INFORMATION

Receiving Your Chromebook/Laptop

1. Chromebooks/Laptops will be distributed after the parent/guardian signs the MPS Chromebook/Laptop user agreement.
2. Parents and students must sign and return the Chromebook/Laptop User Agreement and Acceptable Use Policy before a Chromebook/Laptop will be issued.

Chromebook/Laptop Check-Out

1. Chromebooks/Laptops will be returned before the end of the school year, on dates to be provided by the district.
2. If a student transfers out of the MPS district during the school year, the Chromebook/Laptop and charger will be returned at that time.
3. Students who graduate early, withdraw, are expelled, or terminate enrollment at MPS for any reason must return the Chromebook/Laptop and charger, on or before the date of termination.
4. If a student fails to return the Chromebook/Laptop, charger and any device or accessory at the end of the school year or upon termination of enrollment in MP. The student will pay for the replacement cost of the Chromebook/Laptop, charger and any device or accessory.

TAKING CARE OF YOUR CHROMEBOOK/LAPTOP

General Precautions.

1. No food or drink is allowed next to your Chromebook/Laptop while it is in use.
2. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
3. Power cords must be inserted carefully into the Chromebook/Laptop.
4. Students are responsible for keeping their Chromebook/Laptop's battery charged for school each day.
5. Chromebooks/Laptops are very sensitive to extreme heat and extreme cold therefore leaving the device in cars, direct sunlight, etc. could expose the device to these conditions and is potentially harmful to the device and should be avoided.
6. Do not stack any books, heavy materials, etc. on top of the Chromebook/Laptop as it could damage the device.
7. Take care to protect your password.
8. Do not share your password.
9. Never transport your Chromebook/Laptop with the power cord plugged in.
10. Chromebooks/Laptops must remain free of any writing, drawing, or stickers that are not the property of MPS.
11. Heavy objects should never be placed on top of your Chromebook/Laptop.
12. Chromebooks/Laptops must have a MPS asset tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed, the student will pay for the replacement cost.
13. If your Chromebook/Laptop needs a repair, please bring it to your teacher or Principal as soon as possible.

Carrying Chromebook/Laptops

1. Never move a Chromebook/Laptop by lifting from the screen.
2. Always transport a Chromebook/Laptop from its bottom with the lid closed.
3. Chromebook/Laptop lids should always be closed and tightly secured when moving.
4. Use caution when placing Chromebooks/Laptops into bags, to ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard.

Screen Care

1. Chromebooks/Laptops should never be carried while the screen is open.
2. Clean the screen with a soft, dry cloth or antistatic cloth.
3. Do not lean or put pressure on the top of the Chromebook/Laptop when it is closed.
4. Do not store the Chromebook/Laptop with the screen in the open position.
5. Do not place anything on the Chromebook/Laptop that could put pressure on the screen.

6. Do not poke the screen with anything that will mark or scratch the screen surface.
7. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)

USING YOUR CHROMEBOOK/LAPTOP AT SCHOOL

Chromebook/Laptops are intended for use during school each day. In addition to teacher expectations for Chromebook/Laptop use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook/Laptop. Students are responsible for bringing their Chromebook/Laptop to all classes, unless instructed otherwise.

Chromebook/Laptops Left at Home

1. If a student leaves their Chromebook/Laptop at home, they will have the opportunity to use a replacement Chromebook/Laptop from the MPS IT Department, if one is available.
2. Students are NOT to leave class to get a replacement Chromebook/Laptop as there is an online form that teachers and students can use to request replacement Chromebook/Laptops.
3. Replacement Chromebook/Laptops are not available for overnight checkout.
4. If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook/Laptop at home, they may be required to “check out” their Chromebook/Laptop for a period of 5 school days.
 - a. “Checking out” identifies that the student will only be able to utilize the Chromebook/Laptop during school hours.
 - b. The Chromebook/Laptop will be checked out in the morning from the library and returned at the end of the school day to the library.
5. After the first “check out” period, the Chromebook/Laptop will be returned for student use at home. If this incident occurs again, the student may be referred to the Assistant Principal.

Chromebook/Laptop Undergoing Repair

1. A replacement Chromebook/Laptop may be used by students when they leave their Chromebook/Laptop for repair. Please note that there may be a delay in getting a Chromebook/Laptop should the school not have enough to distribute.
2. Replacement Chromebook/Laptops must remain at the school.
3. Replacement Chromebook/Laptops will only be issued for use in school until all cost of replacement have been paid.

Charging your Chromebook/Laptop’s Battery

1. Chromebook/Laptops must be brought to school each day in a fully charged condition.
2. Repeat violations (Minimum of three days, not consecutively) of this policy will result in a phone call home and a referral to school administration. Additional offenses will result in detention(s).

Screensavers, Background Photos

1. Inappropriate media should not be on the Chromebook/Laptop and may not be used as a screensaver or background photo.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook/Laptop privileges.

Sound, Music, Games, or Programs

1. Sound must always be muted unless permission is obtained from the teacher for instructional purposes.
2. Students may be directed by school personnel to remove apps, music, videos, etc. if the storage of instructional materials is compromised.
3. Only Music/Sound files that are obtained legally for educational purposes are allowed.
4. Headphones may be used at the discretion of the teacher. Headphones are not provided by MPS.

ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

Parent/Guardian Responsibilities

1. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
2. The following resources will assist in promoting positive conversation(s) between you and your child/children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette:
 - a) NetSmartz: [Http://www.netsmartz.org/Parents](http://www.netsmartz.org/Parents)
 - b) CommonSense Media: <http://www.commonsensemedia.org/blog/digitalcitizenship>
3. Ensure that siblings and other family members are not using the Chromebook/Laptop for personal use.

School Responsibilities:

1. Provide Internet and Online Course Material access to students.
2. Provide Internet filtering and blocking of inappropriate materials.
3. Chromebook/Laptops will be treated similar to the policy surrounding school lockers. MPS reserves the right to review, monitor, and restrict information stored on or transmitted by MPS owned equipment and to investigate inappropriate use of resources.
4. Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

Student Responsibilities:

1. Students must comply with the MPS Student AUP
2. Students must bring their Chromebook/Laptops to school every day and make sure it is fully charged. (A fully charged Chromebook/Laptop should last at least 6-8 hours.)
3. Students must treat their Chromebook/Laptop with care and never leave it in an unsecured location.
4. Students must keep their Chromebook/Laptop in a protective case which the district will provide.
5. Students must promptly report any problems with their Chromebook/Laptop to a teacher or MPS Support (IT Department)
6. Students may not remove or interfere with the serial number, brand markings, or school asset tag.
7. Students must not alter the appearance of the Chromebook/Laptop in any way.
8. The cost of any damage that is a result of food or drink will be the responsibility of the student.
9. Students will not lend their Chromebook/Laptop to other students or use another student's Chromebook/Laptop.
10. Students will not tamper with another student's Chromebook/Laptop.

Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their MPS reserves the right to modify this list at any time.

1. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
2. Gaining access to another student's or staff member's accounts, files and/or data.
3. Sending anonymous or misleading communications for any inappropriate purpose via any means.
4. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.

ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebook/Laptops has the potential to earn disciplinary consequences such as, but not limited to, after school detentions, In School Suspensions, and Out of School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

1. Downloading inappropriate apps and media..
2. Deleting school installed settings from a Chromebook/Laptop..
3. Adjusting setting on someone else's Chromebook/Laptop.
4. Leaving Chromebook/Laptop at home. Lack of preparation for classes.
5. Loaning of student Chromebook/Laptop to other students inside and outside of school.
6. Multiple damage instances cause by lack of care for the Chromebook/Laptop and other peripheral Chromebook/Laptops.

CHROMEBOOK/LAPTOP REPAIR PROCESS

1. ALL REPAIRS must be completed by MPS Technology Staff
2. A replacement Chromebook/Laptop may be used by students when they leave their Chromebook/Laptop for repair. Please note that there may be a delay in getting a Chromebook/Laptop should the school not have enough to distribute.
3. Replacement Chromebook/Laptops must remain at the school.
4. Replacement Chromebook/Laptops will only be issued for use in school until all cost of replacement have been paid.
5. Software issues = No cost
6. An incident fee will be charged every time a hardware repair is required from intentional damage or irresponsible use/care of Chromebook/Laptop: For example, water spills, missing keys, screen damage, or cracked cases.
 - a. Minimum of \$30 for first incident
 - b. 50 for second incident; \$75 for third incident
 - c. \$100 for fourth incident and beyond.
 - d. If damage to the Chromebook/Laptop is beyond repair, students may be responsible for the replacement value OF \$250.00

LOST OR STOLEN CHROMEBOOK/LAPTOP

1. Chromebook/Laptops that are lost or stolen are the responsibility of the student.
2. Lost or stolen Chromebook/Laptops must be reported to your teacher or IT Department within 24 hours of the incident.
3. Students must pay the associated charges to replace the lost or stolen Chromebook/Laptop and accessories.
 - a. Chromebook/Laptop: \$250
 - b. Power cord: \$25

DIGITAL CITIZENSHIP

School issued Chromebook/Laptops should be used for educational purposes and students are to adhere to the MPS Student Acceptable Use Policy and all of its corresponding administrative procedures at all times. 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.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software.

Website & Social Media Guidelines: Think before you act because your virtual actions are real and permanent!

Guideline	Student Initials	Parent Initials
Students will not use district computers to access social network sites without specific authorization of district staff for class work purposes. Do not post anything you would not want friends, enemies, parents, teachers, future colleges, or employers to see.		
Cyberbullying behaviors will not be tolerated. These behaviors are punishable not only Student AUP but also school discipline policy.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		
Students will have access to YouTube. They are expected to use it for school provided/related links only.		

CHROMEBOOK/LAPTOP AGREEMENT

By signing below, the student and their parent/guardian agree to follow and accept:

1. Student Technology Acceptable Use Policy.
2. The website and social media guidelines
3. MPS owns the Chromebook/Laptop, software, and issued peripherals.
4. In no event shall MPS be held liable to any claim of damage, negligence, or breach of duty.
5. This handbook may be updated, changed, and modified at the sole discretion of MPS Technology Department & Leadership. Advance notice will be provided if any changes are to occur.
6. If the student ceases to be enrolled in MPS, the student/parents will return the Chromebook/Laptop in good working order or pay the full replacement cost of the Chromebook/Laptop (approx. \$250).
7. In addition, the student must also return both the Chromebook/Laptop charger and the Chromebook/Laptop case. If one or both of these items is not returned, the student/parent must pay for the Chromebook/Laptop charger (\$25) and/or for the Chromebook/Laptop case (\$15).
8. In no event shall MPS be held liable to any claim of damage, negligence, or breach of duty.

Please sign and return the following documents to school personnel.

Chromebook/Laptop Student/Parent User Agreement

Please complete the boxes below to identify the student and their assigned Chromebook/Laptop. Signing indicates you have read and understand the Chromebook/Laptop policies.

Student Name:	School:
Student ID: *	Grade Level:
Student Signature	Chromebook/Laptop Serial Number:
Parent Name:	
Parent Signature	Date:

* The Student ID, if not known, will be completed by school personnel.

** The Serial Number will be supplied when the Chromebook/Laptops is issued.

