

Milton Public Schools

Chromebook Care and Use Policy Guide

**A Resource for Students and
families/Guardians**

2018 - 2019

1. Receiving Your Chromebook

a. Distribution of loaner Chromebooks

Chromebooks will be issued to students the week of August 20th. Details about the pick up times will be communicated via email messages throughout the summer.

b. Transfer/New Student Distribution

All transfers, new students or students that miss the summer distribution should go to the Student Technology Assistance Team help desk to obtain their loaner Chromebook. Both students and their families must sign the **Chromebook Loan Agreement** prior to picking up a Chromebook. At the time of pickup, information will also be provided about insurance.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their loaned Chromebook for safekeeping. Seniors are required to return their Chromebook as part of senior obligations. Failure to turn in a Chromebook will result in the student being charged the full replacement cost (between \$250 - \$350 depending on the model). There will also be a charge for missing power supply cords. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from the Milton Public Schools must turn in their loaned Chromebooks and power supplies on or before their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost (between \$250 - \$350 depending on the model). There will also be a charge for power supply cords. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the loaned Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Student Technology Assistance Team Help Desk as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their locker.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be exposed to extreme temperatures, such as leaving it in a car overnight during the winter.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, or non-removable stickers. MHS spirit decals that peel off easily are permitted.
- Heavy objects should never be placed on top of Chromebooks.

b. Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

c. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

d. Asset Tags

- All Chromebooks will be labeled with a Milton asset tag. The asset tag indicates the Chromebook is property of the Milton Public Schools and provides information that allows us to determine the name of the student to which the specific Chromebook has been assigned.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with an asset tag or turning in a Chromebook without an asset tag.

4. Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Students may also purchase an additional charging device to carry with them in their backpack. Extra power supplies can be found at a variety of online outlets including [amazon.com](https://www.amazon.com).

a. If a student does not bring his/her Chromebook to school

- Students have the option to check out a loaner Chromebook at the STAT Help Desk if they forget to bring their Chromebook to school. However, this privilege may be revoked for repeat offenders.

b. Chromebooks being repaired

- Loaner Chromebooks will be issued to students that require a repair to their Chromebooks.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- Students will be contacted when their devices are repaired and available to be picked up.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of charging stations located in the school, available to students on a first-come-first-served basis.
- Spare chargers can be purchased at online outlets such as amazon.com.

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones* may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

*Headphones may not be worn during school hours (7:50-2:19), unless the student has prior approval from the teacher and the use is directly related to the instruction of the class. This is a matter of safety and we want to make sure all students hear any important announcements/alarms.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print from their Chromebooks to a designated printer in the library. There will be a quota set on the number of copies each student can print in any given year.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be found at <http://www.google.com/cloudprint/learn/>.

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education account (@miltonps.org).
- Students should never share their account passwords with others, including faculty and staff.

h. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi 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 Milton Public Schools Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

7. 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), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should complete an Unblock Site Form, and submit it to their teachers, librarian or a member of the Technology staff to request that the site be

unblocked.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Drawings, and Forms.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- High school students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag number, and name and ID number of the student assigned to the device.

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at Milton High School. *Take good care of it!*

10. Repairing/Replacing Your Chromebook

a. High School Student Help Desk Internship Program

- All Chromebooks in need of repair must be brought to the Student Technology Assistance Team Help Desk (located in the library/media center) as soon as possible.
- The Help Desk students will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.

b. Vendor Warranty

- Chromebooks include a three-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction.
- The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or

accidents. See the section on optional insurance below for information on insurance policy that would cover damages.

- All repair work must be reported to the MHS Student Technology Assistance Team Help Desk.

c. Estimated Costs (subject to change)

The following are approximate costs of Chromebook parts and replacements:

- Replacement - \$200 - \$300 depending on the age and model Chromebook
- Screen - \$100
- Keyboard/touchpad - \$50
- Power cord - \$20

e. Optional Insurance (for school-owned Chromebooks only)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- The district will offer insurance for accidental damage protection. The insurance program will cover accidental damages. The procedure for obtaining/renewing this insurance will be communicated to families via email.
- We highly recommend families purchase this optional annual accidental insurance coverage.

11. Privacy Expectations

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

a. On Campus Chromebook Use

1. When Chromebooks are on the school network, staff will have access to a third party application that allows teachers to have a 'birds-eye' view of their students' Chromebooks. In addition to providing a way for teachers to make sure students stay on task, it also offers a number of efficiency benefits such as the ability to open up a webpage on everyone's Chromebook with just a few clicks.
2. As mentioned in Section 7 (Content Filter), all devices on the school network go through a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).

b. Off Campus Chromebook Use

1. When Chromebooks are being used off school grounds (i.e. home use), the Crostini monitoring application will be automatically disabled.
2. Chromebooks will be filtered for the purpose of preventing students from accessing harmful content in a similar way they are filtered on school grounds.

C. Webcams

1. At no time will any member of the Milton Public School staff have the ability to

manipulate the Chromebook webcam in any way.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the MPS Acceptable Use Policy and all of its corresponding administrative procedures at all times.

The Milton Public Schools Empowered Use Policy (EUP) is designed to promote positive use of technology by students throughout the district. In order to develop a digital footprint that reflects the values of the district and be ethical digital citizens students will:

1. **Be empowered.** Solve problems, create something awesome and share ideas.
2. **Be courteous.** Help foster a school community that is respectful and kind. Give credit where it is due.
3. **Be smart and be safe.** Use the Internet in ways that are appropriate or ways that you would be proud to show your family and teachers.
4. **Be careful and gentle.** Technology tools can be fragile. Help us take care of our devices and networks.

*Modified from EUP article by Scott McLeod