

Malad Middle School

1:1 Chromebook Project

Handbook

MISSION STATEMENT

Malad Middle School offers a secure place where students gain knowledge, develop wisdom, and value life-long learning to participate as discerning citizens in our complex and dynamic society.

THE VISION FOR TEACHING AND LEARNING AT MALAD MIDDLE SCHOOL

The 1:1 Chromebook Project gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the program is to provide each student attending Malad Middle School daily access to a Chromebook during the school year.

Malad Middle School is taking initiative to transform teaching and learning within the school. The 1:1 Chromebook Project promotes several 21st century skills:

- critical thinking
- collaboration
- communication
- creativity

USE OF ELECTRONIC DEVICES

Use of Oneida School District's electronic network and/or device is a privilege, not a right; inappropriate use will result in a cancellation of those privileges. Users have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or device. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the network or device and any and all information transmitted or received in connection with such usage. The network system administrator, principal, and district administration will make all decisions regarding whether or not a user has violated these procedures. The district may deny, revoke, or suspend access to the District's electronic network or device at any time. Violations may include disciplinary action.

ASSISTANCE

Students needing assistance with their Chromebook should contact the IT Help Desk by emailing helpdesk@malad.us.

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PART ONE: STUDENT AND PARENT RESPONSIBILITIES

The following is a list of rules and guidelines that govern the use of the MHS issued student Chromebooks. This document makes specific reference to the MHS Chromebooks; however, items outlined in the OSD #351 Responsible Use Policy ([Policy #3270](#)) apply as well.

Technology will be integrated to facilitate increased collaboration, communication, creation, and critical thinking. Oneida School District provides students with technology services. These services include, but are not limited to, the use of technology devices, school accounts, and the Internet. To view the OSD #351 Responsible Use Policy (#3270), go to: www.oneidaschooldistrict.org (currently being updated)

Items issued to Student

Malad Middle School retains sole right of possession of the Chromebook and grants permission to the student to use the Chromebook according to the guidelines set forth in this document. Moreover, Malad Middle School administrative staff retain the right to collect and/or inspect the device at any time; and to alter, add or delete installed software or hardware. Efforts are made to keep all Chromebook configurations the same. Students will be issued a Chromebook, Chromebook charger and Chromebook case. Malad Middle School will retain records of the serial numbers of provided equipment.

Students will

- Bring his/her Chromebook to school fully charged daily.
- Return the devices to the IT Department at the end of the school year, potentially during breaks, and at the school's discretion for system updates and re-imaging of the Chromebook.
- Transport the device in the school provided Chromebook case.
- Students should ensure that repairs, loss, theft and/or damages are reported to the school within 24 hours of the incident.

Students will NOT

- Attempt to change any Malad Middle School network or server configuration or the configuration of the Chromebook.
- Attempt to record and/or take pictures of staff or students without their explicit consent or knowledge, this includes:
 - webcams
 - microphones
 - cameras
 - cell phones
 - or any other digital device
- Use school issued email accounts for personal use.
- Electronically chat during class unless relative to academic related expectations.

Parent Expectations

- This is an exciting learning opportunity for your student(s), participate with them as they learn to

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use this instructional tool to enhance their educational experience.

- While the school system will provide Internet content filtering for the security of your student, there is no substitute for parental supervision when using the Chromebook. Parents are ultimately responsible for monitoring student use of the Chromebook and Internet at home.
- Parents must ensure that repairs, loss, theft and/or damages are reported to the school within 24 hours of the incident.
- Parents should review the OSD Technology Acceptable Use Policy ([Policy #698](#)) and this handbook.
- Parents are responsible for ensuring the return of the Chromebook, Chromebook charger and the Chromebook case at the end of the current school year or before the student withdraws from school.
- Parents are responsible for ensuring the return of the Chromebook if Chromebook privileges are revoked.

Discipline

Any student who violates the rules and expectations relative to this Handbook and technology use will be subject to disciplinary action. Consequences may vary depending on the violation or degree of computer misuse. Students who violate the rules may also have their hard drives restored to the original settings. Serious violations will result in the students' use of technology restricted and/or revoked. Students and parents should reference the Malad Middle School Handbook for all disciplinary steps.

PART TWO: CHROMEBOOK GENERAL USE AND CARE

You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook. Failure to follow the General Use and Care guidelines may result in the loss of the Chromebook.

General Care

- Do not remove or interfere with the serial number, asset tag or any identification placed on the Chromebook.
- Do not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Keep the equipment clean.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Ensure the Chromebook has air circulation while charging.
- Close the lid of the Chromebook when it is not in use, in order to save battery life and protect the screen.
- Do not walk from one location to another with an open Chromebook. This is applicable at school and at home.
- Anything on the desktop will not be saved or be retrieved if there are system issues. It is recommended to use the cloud-based storage provided through Google Apps for Education or traditional back-up methods.
- In the event of a Chromebook reimage, it is the student's responsibility to ensure that all locally saved items are backed-up to a portable storage device.

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- Avoid temperature extremes with your Chromebook. Extreme hot or cold temperatures will drastically shorten battery life. Do not leave your Chromebook in a vehicle.
- Avoid touching the screen. This is not a touch screen device.
- Read and follow any maintenance alerts from the school technology personnel or the administration office.

Chromebook Cases

- Students are required to use a school-issued case when transporting the Chromebook off campus. It is important to keep the case clean and take time to remove any items like paper clips that can scratch the exterior of the Chromebook.

Keep Your Chromebook Away from All Liquids

- Exposure to liquids will severely damage a Chromebook and will result in large repair costs. Water, pop, juice, power drinks, etc. will all ruin your Chromebook completely. Keep your friends' food and liquid away from your Chromebook. Open cans or cups of liquids (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your Chromebook, even if it is sealed.

Carrying the Chromebook

- Always completely close the lid and wait for the Chromebook to enter sleep mode before moving it, even for short distances.
- Always store the Chromebook in your school-issued case.
- Do not grab and squeeze the Chromebook, as this can damage the screen and other components.

Cleaning the Chromebook

- Use a soft, dry, lint-free cloth when cleaning the Chromebook. If necessary, the cloth may be dampened with water slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Chromebook screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia (Windex). For an approved list of screen cleaning products, contact the help desk. Screens are expensive to replace, so it is imperative that they are cleaned appropriately.

Charging of Chromebooks

- It is the responsibility of the student to start the school day with a fully charged Chromebook.
- Establish a routine at home for the charging of the Chromebook so that it can charge overnight. The charging time of the Chromebook is very similar to the charging of a cell phone.
- It is the student's responsibility to maintain the charger. The student/parent will be responsible for lost or damaged chargers. The cost for replacing the charger is \$70.

Sleep Mode and Shutting Down the Chromebook

- Closing the lid of the Chromebook will put it into Sleep Mode.
- To shut down your Chromebook, click the shutdown button and wait for the computer to power-off before closing the lid. This is appropriate to charge your laptop as quickly as possible.

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Downloading Programs and Personalizing the Chromebook

- Students will not stream/download music/movies/videos or pictures or share content while using OSD #351 provided Internet.
- Each Chromebook is easily identified by a specific numbering system (OSD Asset Tag, serial number) that is placed on the Chromebook by OSD #351.
- Stickers and other markings on the outside of the laptop will not be allowed. Prior approval must be obtained from administration before putting a “skin” on the Chromebook.

Chromebook Problems

- It is a student’s responsibility to maintain a 100% working Chromebook at all times.
- All Chromebook repairs can only be done by OSD #351, any Chromebook worked on by an outside source can be determined intentionally broken or negligent and parents/students will be held liable for the entire cost of the Chromebook.
- If the student’s Chromebook is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, contact the IT Help Desk (helpdesk@malad.us).
- If you are away from the school and need assistance, contact the IT Help Desk at helpdesk@malad.us. This will generate a “help ticket” and can be accessed 24/7. Even though response will not be immediate, district personnel capable of finding a solution will be notified and the problem taken care of in as timely a manner as possible.
- When in doubt, ask for help.

Chromebook Damages

- If a Chromebook is damaged, the school must be notified within 24 hours of the incident. The student/student’s family may be responsible for damages beyond normal wear and tear of the Chromebook, charger, and/or case. OSD #351 reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs.
- Students will be required to contact the IT Help Desk (helpdesk@malad.us) if their device breaks or fails to work properly. All reports must be documented through the IT Help Desk by the user of the Chromebook within 24 hours of the incident.
- A student who does not have a Chromebook due to a computer being damaged accidentally may be issued a Chromebook for day use, depending upon availability and administrator’s discretion.
- If the Chromebook charger is damaged or lost, the student is responsible for the \$70 replacement cost.

Loss or Theft of Chromebooks

- Chromebooks that are lost or stolen need to be reported to the IT Help Desk within 24 hours of the incident.
- If a Chromebook is lost the student will be financially responsible for its replacement.
- If a Chromebook is stolen or vandalized the parent shall file a police report within 24 hours of the incident.

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PART THREE: CHROMEBOOK USE AND CARE AT SCHOOL

Student Use in Classrooms

- Students will be required to take their Chromebook to each class each day, unless told differently by the teacher for that specific day.
- When the Chromebook is not being used in class it is to be closed.

Student Access to Internet at School

- At school, students will have access to the Internet through the OSD #351 network. When not at school students can access the Internet if they have Internet access available to them in their home or other locations.
- Students who access inappropriate sites or are accessing sites that are not related to the class they are in will face disciplinary action from the teacher and/or the administration.
- If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site, and report the incident to an adult.

Charging of Chromebooks at School

- It is the student's responsibility to have their Chromebooks charged each day when they come to school. During a normal school day a typical computer fully charged (through a normal electrical outlet) with the battery that the Chromebook has in it can be used the entire day for classes with no additional charging required. Students must be responsible and charge their Chromebooks before coming to school.

Keep Your Chromebook in a Safe Place at School

- Your Chromebook must be secure (A locker, when locked, is considered a safe place). Don't leave the Chromebook on the floor where it might be stepped on. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
- Chromebooks left in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
- If on an athletic team, never leave Chromebooks in school vehicles, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.

PART FOUR: CHROMEBOOK USE AND CARE AT HOME

Student Access to Internet at Home

- Students are allowed 24/7 Chromebook access, and parents should monitor their student's time and activities on the Chromebook. Parents should have students utilize their Chromebooks in a central location and ask to see schoolwork.
- Ultimately the Chromebook is the property of the school, and the school has the right to determine what is appropriate and search the computer if necessary at any time.
- If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site, and report the incident to a parent.
- When not in school, it is the parents' responsibility to observe, monitor and communicate with students when they are utilizing their Chromebook.

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