



Manchester Local Schools

Acceptable Use Guidelines (AUG) for Technology Information for Students and Parents Sign and return

Student

AUG

*In accordance to Board Policy 7540.03, The Manchester Local School District (MLSD) provides technology resources to facilitate growth in productivity, communication, media literacy and collaboration. Use of district owned technology must support education, academic research, and be consistent with the educational objectives of the MLSD. **Any personal technology use that is harmful or disruptive to the educational process is unacceptable, even if it is outside of school hours and off school property.***

The MLSD buildings offer access to the Internet via both wired and wireless network connections. This agreement and associated rules and regulations refer to all electronic computing, communications, recording and/or imaging devices – including but not limited to Chromebooks, computers, tablets, cell phones, mobile devices, portable memory storage devices, digital cameras and all other technology infrastructure and software:

- *Owned by, leased by or on loan to the District or any third party engaged in providing services for the District.*
- *Any computing or telecommunications devices owned by, in the possession of or being used by district staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier type of connection including hardwired, fiber and/or wireless.*

This agreement is in effect for any school-sponsored activity at any time or any place.

The goals of these Acceptable Use Guidelines are to maximize the benefits of these technological resources for our school district, to encourage responsible behavior, and to protect students, staff and the community from potential harm.

Acceptable uses of technology devices or the Internet at MLSD

1. Do no harm.
2. Use technology...
 - To complete educational tasks and seek academic excellence.
 - To support academic research, class lessons and objectives.
 - In a manner consistent with the educational goals of the district.
 - According to the rules and guidelines in student handbooks and Board Policy
3. Respect and Protect...
 - Privacy of self and others.
 - Hardware, software and network resources.
 - Intellectual property rights.

Unacceptable uses of technology devices or the Internet at MLSD

1. Using technology in a manner inconsistent with the educational objectives of the district.

Examples may include, but are not limited to:

- Using the network or Internet for commercial, unethical or non-educational game playing.
- Using proxies, mobile 'hot spots' or otherwise bypassing Internet filtering on school devices, or modifying network settings without permission to do so.
- Using impolite, profane, or abusive language; threatening or harassing others, or making damaging or false statements about others; accessing, transmitting, or downloading offensive or harassing materials.
- Violating any state or federal law or municipal ordinance.
- Accessing or transmitting pornography of any kind, including obscene images or harmful materials.

2. Causing harm to others or damage to their property.

Examples may include, but are not limited to:

- **Using cell phones in a manner that disrupt the educational process, or using the applications on a cell phone to promote cheating, voyeurism, inappropriate texting, sexting, cyber-bullying or any other harmful intent.**
- Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.

3. Using technology to violate privacy and property rights of others.

Examples may include, but are not limited to:

- Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
- Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy or copyright laws.
- Using copyrighted materials without giving credit to sources.
- Downloading copyright protected materials for personal use.
- Sharing passwords or access to school data not related to one's records.

Tell an adult if you see something online that makes you feel uncomfortable or afraid. Don't give personal information when you're online. Use good judgment when publishing anything online. Be respectful of yourself and others.

Systems Monitoring

In accordance with the federal Childhood Internet Protection Act (CIPA), Internet access at MLSD is filtered. The use of technology resources may be monitored by authorized employees to protect the integrity of district technological resources as well as individual compliance with this policy. Administrators may examine and use data in disciplinary actions; evidence of crime will be provided to law enforcement officials.

Penalties for Improper Use

The use of a MLSD related account and district technology is a privilege, not a right, and misuse will result in disciplinary action appropriate to the seriousness of the offense and according to district disciplinary policy.

**I have read, understand and agree to abide by the provisions of the Acceptable Use Guidelines
of the Manchester Local School District**

Date: _____

Student Name: _____ **Signature:** _____

Building: MHS MMS Nolley **Parent Signature:** _____

Disclaimer

MLSD makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts.

AUG form is required for all students that will be using district technology equipment or the network and will be kept on file.

Created: July 2013 Updated July 2019



Manchester High School
Chromebook Usage Agreement
August 2019
Sign and return

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The following items review the important points covered in the Manchester Chromebook Handbook. Please sign the bottom after reading as agreement and understanding of your part in the program.

I understand that I am responsible for taking care of the Chromebook and accessories, including proper cleaning, avoiding hot and cold temperatures, and keeping the Chromebook in the provided case.

I will not leave my Chromebook unattended unless it is locked in a secure place. My parent/guardian may be fully responsible for the cost of replacement should my Chromebook become lost or stolen.

I understand that I (or parents) may be fully responsible for the cost of repair/replacement of damages that occur to the Chromebook issued to me, or damages I am responsible for, on another person's Chromebook.

I will read and follow the handbook, policies, and adhere to notices and messages from the technology department and administration. I will use the Chromebook for educational purposes.

I understand that my parents will supervise my use of the school-issued Chromebook at home. I will also self-monitor and honor Manchester's and our family's values and expectations regarding the use of the Internet, apps and email at home.

I will bring the Chromebook to school every day and, to the best of my ability, have it fully charged. I understand that I am responsible for all necessary assignments and coursework at all times.

I will not possess or alter another student's Chromebook or Google settings.

I will not attempt to bypass the filter by altering profiles or settings, or use any software, apps, utilities, applications, or other means to access Internet sites or content blocked by filters.

I will only use the Chromebook camera capabilities for academic purposes, with consent of the participants, their knowledge of the media's intended use, and staff approval. (No audio or video recording without permission)

I will report any problems with my Chromebook to a teacher, administrator or tech support person in a timely manner. The Manchester technology department is the sole agent for all tech support, repairs or warranty claims for our Chromebooks. Other repairs (store or technology service) are not permitted.

I understand that the District owns the Chromebook and has the right to collect or inspect the Chromebook at any time. I have no expectation of privacy on the Chromebook and/or content contained therein, including my panthercountry account.

While off campus, I will abide by Manchester's policies and agreement with respect to use of the Chromebook, including but not limited to the Manchester Chromebook Handbook, this Chromebook Usage Agreement, and the Technology AUG. I understand that my activity is monitored.

I will turn in the Chromebook and accessories on or before the designated day.

We have read the Manchester Chromebook Handbook, Technology Acceptable Use Guidelines and agree to the conditions above. Questions regarding the Chromebooks should be directed to building principal or Director of Technology.

Student Name (print) _____ **Student Signature** _____ **Date** _____

Parent Name (print) _____ **Parent Signature** _____ **Date** _____

Student Lunch ID: _____



Chromebook Basic Care and Instructions

- Bring it to school every day.
- Charge your Chromebook every night. Leave your charger at home during the day.
- Keep your Chromebook in its case at all times.
- Keep only school-appropriate media on your computer and Google Drive.
- Do not take images, video, or audio without subject consent and school staff permission.
- Leave the District-loaded apps on your Chromebook.
- Avoid eating and drinking while using your Chromebook.
- Close and secure your Chromebook while carrying it and walking between classes. Don't carry it by the screen as it's open.
- Never leave your Chromebook unsecured. Your Chromebook should never be in an unlocked locker, car, or any unsupervised area.
- Never leave your Chromebook exposed to extreme elements. Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp, or wet should be avoided.
- Notify a teacher or administrator if your Chromebook has a problem.
- Never try to repair your Chromebook yourself.
- Clean only with a dry or slightly damp cloth.
- Students are permitted to personalize or put school-appropriate stickers on their Chromebook case. Do not put anything permanent on the Chromebook itself.

Web and Content Filtering

All Manchester Chromebooks access the internet via filtered Internet access. We've extended the same web filtering required of all schools to these devices regardless of physical location or time of day; so yes, the filter will apply at home as well. Students should not attempt to bypass that filtering or use proxies.

Student Privacy

Manchester Chromebooks utilize Google Apps for Education for word processing and productivity software. From Google: *"More than 40 million students, teachers, and administrators rely on [Google Apps for Education](#) to learn, communicate and work together more efficiently. Google is committed to protecting the privacy and security of all users, including students."*

Student accounts and email

All high school students have a Google account through our domain, panthercountry.org. This connects them to their Google Drive and all associated apps, as well as email account. Students can only send and receive email from accounts in our panthercountry.org domain.

Frequently Asked Questions

When will the school collect Chromebooks?

Students turn in Chromebooks and textbooks at the end of each academic year.

Students will receive the same device the following year.

Students withdrawing from the district for transfer purposes are required to turn in their Chromebook and textbooks before records are released.

Chromebooks are assessed for damages and fines are assessed as needed.

Do all high school students receive a Chromebook?

No. While the district primarily uses Chromebooks, some students receive different devices due to specific academic programming or special needs. Also, students must actually attend classes in the building at least part of the day to be eligible for the device.

What if I don't want my student to receive a Chromebook?

Obviously, Manchester Schools believe learning to use this technology is an important part of your child's academic growth and preparation for their future. Many academic activities utilize tools only accessible on district owned and managed Chromebooks. Although it is not ideal, loaner Chromebooks can be made available to your student from the building library during those opportunities. For additional details, please talk to a building principal or technology staff member.

Can my child use their personal laptop or tablet instead of using the school Chromebook?

No, we are not allowing personal devices to be used during the day. There are many reasons for this decision that mainly relate to streamlining services, managing devices and eliminating outside distractions or threats to security.

What are students loaned and required to turn back in?

Each eligible student is given a Chromebook, charger, and case. At the end of each academic year (or when a student leaves the district), they are required to turn in the same Chromebook, charger and case. If a student is missing a Chromebook, charger, and/or case, a fine will be added to their student account and the parent/guardian will be notified. If a student turns in a damaged Chromebook, charger, and/or case, it's condition will be evaluated by a member of our technology team. The device will be repaired (if possible), a fine will be added to their student account and the parent/guardian will be notified.

What do I do if I need help?

Students are encouraged to check out the online resources, ask a teacher for help or bring their Chromebook to the building library for basic troubleshooting. Once in the library, the Media Specialist will coordinate additional repairs with the technology department. The Media Specialist can issue a loaner Chromebook if needed (see below).

A charging station will be available in the high school library, and each classroom will have a spare charger for emergencies.

I broke my Chromebook! How much should I expect it to cost?

Each Chromebook comes with a limited factory warranty which covers manufacturer defects only. Cracked screens and damages due to accidents and/or abuse will incur repair costs up to the cost of the device. It will be the right of the building principals, Director of Technology or his/her designee to determine if damages were due to negligence or accidental. The administration will review all damages determined to be from misuse or negligence and will assess the student's continued privilege of taking the Chromebook to and from school.

Damage(s)	Price:
Screen	\$30
Battery	\$35
Power Charger	\$25
Protective Case	\$30
Keyboard w/Upper Case Assembly and touchpad	\$15
Chromebook (HP G5) Intentional Damage / Neglect Water Damage / Motherboard Loss / Theft	\$190
Chromebook, Charger & Case (includes Google Management License)	\$240

How long will repairs take?

Most repairs to Chromebooks are typically completed within 3 days by our technology staff. Parent/ guardians are notified of all damages to Chromebooks so they can acknowledge any fine(s) associated with the repair of the device.

My Chromebook is getting fixed. Can I get a loaner Chromebook?

MHS maintains loaner devices for students while repairs are being made to their Chromebooks. Loaner Chromebooks are not to leave the school and should be returned to the library at the end of the day.

I left my Chromebook at home. Can I get a loaner?

Students are required to bring their Chromebooks to school daily, fully charged. On a very limited basis, loaner Chromebooks are available from the library to students who accidentally leave a Chromebook at home. **However, if your student becomes a PCB (Perpetual Chromebook Borrower), district staff may restrict the number of times a student can borrow a Chromebook during a semester, provide them to students with damaged Chromebooks first, or restrict loaning entirely.** After 2 instances of borrowing a CB from the library in a grading period, the student must hand over their cell phone for the day in its place. It will be kept secure in the building and returned to the student at the end of the day when the CB is returned.

Can I fix it myself or take it somewhere else to have it repaired?

No. Students and parents may not attempt to open their Chromebooks to complete any repairs as this will invalidate the manufacturer's warranty. The Manchester technology department is the sole agent for all tech support, repairs, or

warranty claims for Manchester Chromebooks. Other repairs (store or technology service) are not permitted. Repairs are done at cost of the replacement parts, with no charge for labor. You will not be able to fix your Chromebook for a lower price than we can.

Can students access the Internet at home using their own Internet provider?

Students may connect to any wifi network, whether at home or in a public place.

What if I do not have Internet access at home?

The District will not be providing Internet access for families. Students without home wireless access will be able to complete Google Docs and other Chromebook functions that are available 'offline'.

Can my student install software on the Chromebook?

The Chromebook is a web-based device that does not allow for software to be installed by users. Students will access school-approved extensions and web-based applications at school and home, although some features are also available for use 'offline'. Teachers may instruct students to add an educational app or extension when necessary.

Can I install a home printer?

Students are encouraged to digitally publish and share their work with their teachers and peers. Many teachers have created online learning environments within Google Classroom. Other teachers will encourage students to complete some assignments electronically within email and the full suite of Google Apps (Google Drive, Docs, Sheets, Slides, etc.).

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 here: <http://www.google.com/cloudprint/learn>.

Are textbooks being replaced with online textbooks?

The District will continue using their current textbooks at this time. Several courses have access to online materials from the textbook manufacturers and these will be used where appropriate. Having a CB will allow the teacher to utilize a broad range of online resources and materials.

Chromebook insurance options

Each Chromebook comes with a limited factory warranty. It covers the cost of repair for manufacturer defects, but cracked screens and damages due to accidents or abuse can incur repair costs up to the cost of the device. Lost or stolen Chromebooks increase that cost to \$240 to replace. Some of the items can be repaired, for the cost of materials, at school.

One of the suggested options that families will want to consider is third party insurance which usually covers breakage, theft, or loss. Manchester Local Schools does not offer an insurance policy, and purchasing insurance is optional. However, we recommend contacting your insurance company and/or other third party insurers to inquire about the policies they offer.

One cost effective insurance company which works with many families and school districts is:
Worth Ave Group - <https://www.worthavegroup.com/portal/manchestersdoh>

(Manchester Local Schools receives no payments or incentives for recommending this company.)

Questions?

Feel free to email Mr. Ross scott.ross@manchester-panthers.org



Worth Ave. Group Electronic Device Insurance Coverage (Portal App)

Insuring Personal Property Since 1971

Application valid for 2019-2020 school year

Manchester High School

Akron, OH

Worth Ave. Group is offering a special discount to students and faculty for your school to insure school-issued devices. Insurance with Worth Ave. Group will protect the device against an array of damages. This insurance policy will provide full replacement cost coverage. The policy is also transferable to a replacement unit.

K-12 Student Rates

Model	Coverage	Term	Deductible	Cost
<input type="checkbox"/> Student Chromebook	\$200.00	1 Year	\$0.00	\$37.10

- ✓ Accidental Damage (Drops & Spills)
- ✓ Cracked Screen
- ✓ Liquid Submersion
- ✓ Fire, Flood & Natural Disaster
- ✓ Power Surge By Lightning
- ✓ Theft & Vandalism
- ⊗ Manufacture Defect & Mechanical Failure
- ⊗ Standard Wear & Tear
- ⊗ Cosmetic Damage
- ⊗ Unexplained Loss

First Name *	Middle *
Last *	
Current Address * (No Post Office Boxes)	
Apt. *	
City *	State *
Zip *	
Home Phone *	Cell Phone
Student Grade Level *	
Parent Name * (For student policy only)	
Email Address * (Policy documents are emailed)	
Unit Serial # *	

(*) required information; please PRINT clearly

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Purchase by mail: Make CHECK, MONEY ORDER or CASHIERS CHECK payable to Worth Ave. Group. Mail to: **Worth Ave. Group, P.O. Box 2077, Stillwater, OK 74076**. Policy effective date begins 24 hours after postmark date on envelope for mail order or at 12:01 a.m. the date following purchase.

There is a 30 day waiting period on claims resulting from accidental damage. Damage that occurs within this waiting period will not be covered.

Note: Initial quote online will not include processing fees.

Worth Ave. Group is affiliated with National Student Services, Inc. Since 1971, Worth Ave. Group has been the leader in providing personal property insurance designed specifically for students, faculty and staff of colleges and universities. Our expertise has now expanded to include K-12 education, businesses and individuals. Our corporate Headquarters is located in Stillwater, Oklahoma. We are licensed in all states, including Alaska and Hawaii. We are underwritten by an A.M. Best Company (Rated A - Excellent), an organization rating insurance companies based on operating performance and financial strength.

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