

McCann Technical School Chromebook User Policy 2022-2023

Receiving Your Chromebook

McCann Technical School is committed to providing high quality educational technology devices to all students. Parents/guardians and students must sign the Chromebook Loan Agreement form and students must complete the training provided by the Library Media Center, before the Chromebook can be issued to the student. Further training on how to appropriately use various education applications will be provided by the student's academic, vocational, and CTE teachers. These guidelines outline information for families to protect the Chromebook investment for McCann Technical School and comply with the Children's Internet Protection Act (CIPA). Once distributed, students will possess and care for their issued Chromebook until collected by the District at the end of each school year.

Returning Your Chromebook

All Chromebooks and chargers will be collected at the end of each school year for maintenance over the summer vacation. Students will be reissued a Chromebook at the beginning of each year that they are enrolled at McCann Technical School.

All District-owned Chromebooks issued to students must be returned under the following circumstances:

- The student agrees to make the Chromebook available to the McCann Technology Department for upgrades and servicing upon request.
- The student agrees to return the Chromebook to the McCann Technology Department at the conclusion of the device's use agreement or at the end of the school year.
- The student agrees to return the Chromebook to the McCann Technology Department as part of their senior sign-out procedure upon graduation.
- Any student who transfers from McCann will be required to return their Chromebook and charger as part of the sign-out procedure.
- If a Chromebook and charger are not returned, the parent/guardian will be held responsible for payment in full.
- If payment is not received the parent/guardian will be turned over to a collection agency or any Chromebook not returned as described above will be considered as stolen property, and law enforcement agencies will be notified.

Equipment Ownership

McCann Technical School retains the sole right of possession and ownership of all devices utilized in the 1:1 initiative and grants permission to the student to use the device according to the rules and guidelines set forth in this document and the Acceptable Use Policy. Failure to follow the terms of these guidelines may result in disciplinary action, including but not limited to: confiscation of any and all devices lent to the student and revocation of student access to McCann technology, as well as any other disciplinary action deemed appropriate. McCann Technical School reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, McCann administrative staff retains the right to collect and/or inspect the device at any time. There is no reasonable expectation of privacy while using McCann Technical School's computers, networks, or technology.

Parent Responsibilities

A strong partnership between school and home will help students be successful in the 1:1 Device Initiative. Parent/Guardian responsibilities include the following:

- Review the information in these guidelines.
- Read and sign the Student and Parent Chromebook User Policy and Loan Agreement form.
- Monitor student use away from school.
- Ensure the device is properly cared for outside of school.

Student Responsibilities

- For Chromebook repairs, complete the *Student Device Repair Form*, available on the McCann website.
- Use appropriate language and be respectful of others.
- The device should never be taken into the locker rooms, bathrooms, or other changing area.
- Do not use devices to engage in harassment, bullying, or cyberbullying of any individual.
- Observe and respect license and copyright agreements.
- Keep usernames, passwords, and personal information confidential (i.e. student names, telephone numbers, and addresses should NEVER be sent electronically).
- NEVER allow anyone else to use your device. Parents or guardians may utilize the device for the sole purpose of monitoring a student's use or classwork; personal or business use of a device by a parent or guardian is prohibited.

Bringing the Device to School

- Students are expected to bring their Chromebooks to school every day during their academic week and when required by their vocational teacher.

Taking Care of Chromebook

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned device. Loss or damage resulting from failure to abide by the details below may result in limited use of the device. Proper care of your device is essential and also includes caring for the power cord. Chromebooks that are broken or fail to work properly must be reported to the McCann Library Media Center as soon as possible and a *Student Device Repair Form* must be filled out. **Do not take District-owned Chromebooks to an outside computer service for any repairs or maintenance.** If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- Treat this equipment with as much care as you would your own property.
- No food or drink should be next to Chromebooks.
- Use a soft, dry microfiber or lint-free cloth to clean your device screen.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover or plastic casing. Do not deface the device exterior.
- Do not remove or interfere with the serial number or any identification placed on the device.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.

- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your Chromebook to room temperature prior to turning it on.
- Chromebooks should never be left in a vehicle or unattended.

Carrying Chromebooks

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you should not toss the bag or drop the bag if your Chromebook is inside.

- Always transport Chromebooks with care and with the screen closed.
- Never lift Chromebooks by the screen.
- Unplug Charger before moving the device.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure, some cleaning solvents, as well as heat and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not place anything in the carrying case that will press against the cover.
- 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).
- Do not poke the screen.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen.

Charging of Device

- If a vocational teacher requests a student bring their Chromebook to school, it is the student's responsibility to have their device charged upon arrival.
- It is the student's responsibility to maintain the power adapter and cord. The school does not have spare chargers to loan to students.
- The device should only be charged with the issued charger.

Personalizing Chromebooks

- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels. Spot checks for compliance will be done by teachers or administration at any time.
- Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the McCann Technical School Acceptable Use Policy.
- All students will be able to personalize their device in terms of layouts and screensavers. All items must be appropriate and not violate any McCann policy or rule.
- Stickers and other markings on the outside of the device are not allowed; however, students are encouraged to purchase and personalize their own protective cover.

Storing Chromebooks

- If students are asked to bring their Chromebooks into school by their vocational

teacher they should store them in a location designated by their vocational teacher. Chromebooks should never be stored in a vehicle.

Keeping the Device in a Safe Place

- Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.
- The device should not be left on the floor where it might be stepped on or within reach of small children or pets.
- The device should not be left in a car or anywhere it might be exposed to extreme temperatures.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Shutting Down Device

- Fully shutdown the device when it will not be used for an extended duration. Simply putting your device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- It is a best practice to shut down your computer at night, connect the charger, and then power on again in the morning when needed.

Printing

Due to the unique nature of using Chromebooks in combination with Google Classroom the need to print materials will be greatly reduced. Students are expected to digitally publish and share their work with their teachers and peers when appropriate.

- In the rare case that a student needs to print an assignment, the student may print to their home printers using the Google Cloud Print service. Students will also have very limited access to a designated cloud printer which is located in the library media center.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as the Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update. The school will not be responsible for the loss of any student work.

Software on Chromebooks

Originally Installed Software:

- Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.
- From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Adding Software

Students are unable to install additional software on their Chromebook other than what has been approved by McCann Technical School.

Virus Protection

There is no need for additional virus protection on the Chromebook due to the unique nature of its design.

Device Use and Conduct

Network resources in this document refers to all aspects of the school's owned or leased equipment, including, but not limited to: computers, printers, scanners and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all internet activity protected and monitored by the school while on and off campus. Filtering technology is not perfect. It is possible that restricted content may not always be stopped by filtering technology. McCann does not have control of content posted on the internet, nor does it have control of incoming email. Sites and content accessible via the internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of McCann Technical School. We expect students to use technology appropriately and follow all policies when using the internet, and that parent/or legal guardian supervision of technology use outside of school is of critical importance to ensuring student safety and compliance with District policies and federal, state, and local law. Students found in violation of the Acceptable Use Policy will be subject to disciplinary action.

Student Access to the Internet

At school, students will have access to the internet through the school network. When not at school, students can access the internet on District devices if they have internet access available to them in their home or other locations. The device's content filter will also be in place when students access the internet outside of the school. Therefore, sites that are "blocked" at school could also be "blocked" in other locations where students access the internet. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Students may access the internet on their District device at any time outside of school, however as with any other internet-enabled device, McCann recommends that parents/guardians monitor their student's time and activities on the internet.

Expectation of Privacy

There is **NO** reasonable expectation of privacy while using McCann Technical School's computers, networks, or technology. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any

reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff reserve the right to monitor activity on student Chromebooks via the Google Administrator Dashboard and teacher observation.

- Students who access inappropriate sites will be subject to disciplinary action.
- If prohibited or inappropriate websites or content are accessed by accident, the student should immediately leave the site and report the incident to a staff member.
- Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Email

Emails sent through school-issued Chromebooks will be done using the mccanntech.org domain addresses only. This email access will be through a Google Gmail system managed by McCann Technical School. The interface is heavily monitored by McCann's network administrators and is subject to filtering of inappropriate content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission.
- Email is subject to inspection at any time by school administration.
- Email is archived.

Backgrounds and Theme

Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics that violate District policy can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

- Headphones/earbuds may be used.
- Students should have their own personal set of headphones for sanitary reasons and will not be provided by McCann Technical School.

Appropriate Uses and Digital Citizenship

Individuals who utilize McCann's technology resources are expected to abide by the principles of digital citizenship. Users must respect the intellectual property of others by crediting sources and following all copyright laws. Students may encounter information that may be inappropriate or illegal. If a student encounters such information, the student should notify their teacher or other appropriate personnel of what occurred.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **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.
- **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.

- 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. I will not take pictures or videos of students or staff without their prior consent.
- Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. 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.
- 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. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy guidelines.

Restoring Factory Settings

If technical difficulties occur, technical support staff will restore the Chromebook to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it. Do not attempt to restore the Chromebook to factory defaults yourself, bring the device to the school's Information Technology department or Library helpdesk if you have a problem with your Chromebook. All data stored on internal memory that has NOT been backed up will not be restored unless the student requests that an attempt be made to salvage it before being restored to factory settings.

Chromebook Identification

Records

- The school will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

Users

- Each student will be assigned a Chromebook at the beginning of each year while they are at McCann Technical School.

Asset Tags

- All Chromebooks will be labeled with a McCann Technical School asset tag.
- Under no circumstances are students to modify, remove, or destroy asset tags.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag or turning in a Chromebook without a school asset tag.

Repairing / Replacing Chromebooks

Loaner Chromebooks may be issued to students when they leave their Chromebook for repair in the McCann Technology Department. If repair is needed due to malicious damage, the school may

refuse to provide a loaner Chromebook. Repaired Chromebooks will end up with the original factory settings. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

Estimated Costs

Repairs will be estimated on a case-by-case basis at current replacement costs. The parent/guardian is responsible for all costs associated with the necessary repairs to the device and will be billed for parts/service for the repair.

Repair Procedures

- Chromebooks that need to be repaired are to be given to the Library Media Specialist, who will generate a student device repair form.
- The student and parent/guardian will be notified when the device has been repaired or replaced. The student and parent/guardian will also be notified if there are additional costs associated with the repair or replacement.
- Loaner Chromebooks will be available for daily checkout in the library.

Replacing Chromebooks

- Replacement of the Chromebook = \$275.00
- AC Adapter & power cord = \$60.00

Lost or Intentionally Damaged Device and Accessories

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent/guardian involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Theft and Vandalism

- Devices that are lost or vandalized need to be reported to the Library Media Center immediately and within the first 24 hours. McCann uses Device Detective to collect the geolocation data to aid technology staff in the recovery of the device.
- If the device is stolen while at school, the incident must be reported by the student to the Principal's office immediately.
- If the device is stolen outside of school, the parent/guardian must file a police report within 48 hours. A copy of the report must be turned into the Principal's office.

Chromebook Technical Support

If the device 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, the student must contact or take the device to the Library Media Center. If the device cannot be fixed immediately, the student may be issued a different device to use on a temporary basis. The Library Media Center will be the first point of contact for repair of the Chromebooks.

Services provided at the Library Media center include:

- Password identification or resets
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair

- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates
- Assistance with filing a *Student Repair Form*, available on the McCann website

Acceptable Use Guidelines

- School-issued Chromebooks are for educational purposes and students are to adhere to the Student Acceptable Use Policy guidelines and all of its corresponding administrative procedures.
- Students will have access to forms of media and communication which are in support of education and research and in support of educational goals and objectives. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of McCann Technical School.
- Access to McCann Technical School technology resources is a privilege and not a right. Each student and parent/guardian will be required to follow the rules of the McCann's Technology Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district's Acceptable Use Policy, Parent/Student Handbook, or Chromebook/Laptop User Policy.
- 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 material, threatening or obscene material, and computer viruses. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the District Acceptable Use Policy and abide by the rules defined in the District's Acceptable Use Policy. This is in addition to the rules and policies that this document (McCann Technical School Chromebook/Laptop User Policy) contains.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school administration to use judgment as to what is acceptable in any undefined instances that may arise.

Acceptable Use: Students May Not Use Network Resources To:

- Access, view, download, display, transmit, create, or otherwise possess or disseminate material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions;
- Download, stream or listen to internet based music, video and large image files not for school work, as this affects the performance of the network for all users;
- Access websites or other content blocked by the District, via codes or any other method;
- Alter, add or delete any files that affect the configuration of a school device other than the device assigned for personal use;
- Conduct any commercial business that is not directly related to a course offered by McCann in which the student is enrolled;
- Conduct any activity that violates school rules, McCann Technical School's policies, or the law (this includes adhering to copyright laws);
- Access the data or account of another user (altering files of another user is considered vandalism);
- Install any unapproved software onto McCann Technical School's devices; or, copy McCann Technical School software (copying school owned software programs is considered theft).

In Addition, Students May Not:

- Bring their own devices to use at school unless special permission is granted from administration.
- Attempt to change any McCann's network or server configuration or the configuration of the device.
- Change or alter usernames that are assigned by McCann.
- Video tape staff or students without their consent or knowledge.
- Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- Instant message or chat during class unless related to academic expectations set forth by the instructor.

Privacy and Safety

- Internet access on the Chromebook will be filtered using a CIPA web filter.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy. If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the administrator immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the McCann Technical School discipline code. 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.
- McCann Technical School owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all equipment and facilities are used legally. Any illegal use of network resources is prohibited.
- All content created, sent, accessed or downloaded using any part of McCann's network resources is subject to the rules stated in this policy. McCann monitors its network and may investigate electronic incidents even if they happen after school hours and outside of school.

Consequences

- The student whose name and system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Agreement or the McCann Technical School Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. McCann Technical School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.