

MONTICELLO SCHOOL DISTRICT
IT DEPARTMENT

2023-24
Chromebook Handbook

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CHROMEBOOK 1:1 PROGRAM

The focus of the 1:1 (**1 Chromebook per student**) program is to provide a device and resources that meet the needs of today's students.

The Chromebook 1:1 Program Facilitates

- a. Access to digital educational resources
- b. Availability beyond the school day
- c. Individualized learning
- d. Creativity and innovation
- e. Critical thinking and problem solving
- f. Communication and collaboration
- g. Technology literacy skills
- h. College and career readiness

The information within this document applies to the **1:1 Chromebook Program** for students that attend Monticello Middle School and Monticello High School. Please note that teachers may set additional requirements for use in their classroom.

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STUDENT CHROMEBOOK PLEDGE

1. I will take care of my Chromebook.
2. I will not leave the Chromebook unattended.
3. I will not loan out my Chromebook to others or give others access to my user account and password.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will not disassemble any part of my Chromebook or attempt any repairs.
7. I will ***protect my Chromebook by only carrying it in the Monticello Schools issued protective case.***
8. I understand that my Chromebook is for ***educational use.***
9. I will not deface my Chromebook (***no stickers, writing, engraving, etc.***).
10. I will only use school-appropriate decorations on my Chromebook case.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Monticello Public School District.
12. I will file a police report in case of theft or vandalism.
12. I will be responsible for all damage or loss caused by neglect of abuse.
14. I agree to return the Chromebook, case, and power cords in good working condition at required check-ins (i.e., withdrawal from school or summer).
15. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual school procedures.

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GENERAL INFORMATION

CHROMEBOOK CHECK-IN AND CHECK-OUT

1. Chromebooks will be distributed each fall to incoming students in grades 6-12.
2. Students will keep the same Chromebook throughout their Middle & High School Career. The Chromebook models are supported by Google for 5 years from date of purchase.
3. If a parent does **NOT** wish their student to be issued a Chromebook, he/she will need to indicate that on the Student Handbook acceptance form.
4. Parent training is available on the district // Technology website. In addition, there are face-to-face trainings available throughout the year in each school building.
5. **WITHDRAWAL:** If a student withdraws from Monticello School District, the Chromebook, charger, and case will be returned at the time of withdrawal. Students will be responsible for paying for any damages to the equipment, not to exceed the replacement cost of the Chromebook. Failure to return the Chromebook, charger, and case may result in a warrant for arrest on theft charges.

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REPAIR AND LIABILITY

Students and parents will be responsible for district-owned technology property that is issued to them, just as they are for other district-owned items such as textbooks, athletic equipment, or library books. The district will repair or replace the device, but students and parents will be responsible for the cost of these repairs or replaced devices.

Chromebooks that are broken or fail to work properly must be taken by the student to the building Tech Team Office in a timely manner (***Middle School Room 103 or High School Chrome Crew on 2nd Floor***). Any repairs that are not due to misuse or damage will be covered without cost. If the Chromebook must be sent off for repair, a temporary replacement will be provided for the interim.

If another student damages a Chromebook, the situation will be investigated on a case-by-case basis. The situation should be reported to the building Tech Team immediately and the Wright County police liaison officer may be involved if it is suspected to be an intentional act or act of vandalism.

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DEVICE INSURANCE (CHROME CARE)

We know accidents happen. The district has set up an optional program, *ChromeCare*, to reduce the liability of families/students. *District ChromeCare Insurance* can be purchased for \$45.00 per year, per device. The *District ChromeCare* will repair or replace the device at a significant savings to the student and his/her family. This plan is done through the school. The payment is due prior to September 30th and prior to an accidental incident.

1. Accidental damage (including drops, cracked or broken screens, liquid spills)
2. Fire/Flod
3. Theft (police report required)
4. Liquid Submersion
5. Power Surge due to Lightning
6. Natural Disaster or Perils: Smoke, freezing, falling objects
7. Mechanical Failure
8. ChromeCare Insurance **DOES NOT COVER** intentional damage, Chromebook damaged because it has been removed from their protective case or plucking keys off the keyboard.

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THEFT OR LOSS

All Chromebooks are monitored. If a Chromebook is lost, students must report the loss immediately to the Tech Team Office (Middle School Room 103 or High School Chrome Crew on 2nd floor) so that the device can be tracked for recovery. The District IT can run specialized software that allows devices to be locked down so that they cannot be used by anyone.

A police theft report is required for replacement of the Chromebook. Students who lose their Chromebook and do not have a theft report will be required to pay the full replacement cost.

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CHROMEBOOK USE

GENERAL USE

1. Use caution when eating or drinking near your Chromebook.
2. Cords, cables, and removable storage devices must be inserted *carefully* into the Chromebook to prevent damage.
3. Keep the Chromebook in the protective case. Chromebooks must be in the case issued by the district at all times.
4. Use caution when eating or drinking near your Chromebook.
5. Do not stack **ANY** books, heavy materials, etc. on top of the Chromebook in your locker or backpack.
6. Do not close the Chromebook with anything else inside it (*pencil, etc*). This can cause screen damage.
7. Chromebooks may be stored in the student's locker with *the lock securely fastened*. Nothing should be placed on top of the Chromebook when stored in the locker.
8. Students need to take their Chromebooks home with them every night to charge them. Chargers should be left at home. Bring your Chromebook to school fully charged.
9. Students need to take their Chromebooks home with them every night to charge them. Chargers should be left at home. Bring your Chromebook to school fully charged.
10. Chromebooks should not be left unattended, particularly in the cafeteria, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds.
11. Do not expose the Chromebook to extreme temperature of direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
12. Chromebook case personalization must adhere to the Student Code of Conduct.

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CHARGING YOUR BATTERY

1. Average battery life should be 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the Tech Team Office for repair.
2. Average battery life should be 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the Tech Team Office for repair.
3. Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening.

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SCREEN CARE

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not place anything in the carrying case that will press against the cover.
3. Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning.
4. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
5. Gently close the cover when done using the Chromebook. Do not slam the cover of the Chromebook shut, as this has been known to cause accidental screen damage.
6. When the Chromebook is not in use or before placing in a backpack, make sure your Chromebook is in its case.

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SCHOOL USE

1. Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebooks to all classes, unless specifically instructed not to do so by their teachers.
2. If students leave their Chromebooks at home, they are responsible for getting the course work completed as they had their Chromebooks present.
3. If a student consistently does not bring his/her Chromebook to class, or bring the Chromebook charged, parents will be contacted.

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CHROMEBOOK MANAGEMENT

1. Only the Monticello School District student who is assigned to the Chromebook is allowed to log into that Chromebook.
2. Chromebooks are managed by the District IT Office. Any attempt to remove the management will result in disciplinary action, including, but not limited to, confiscation of the device.

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MEDIA, SOUND, AND GAMES

1. All photos (including desktop background) and videos must meet District Acceptable Use Guidelines.
2. Media that violates acceptable policy (*guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures*) will result in disciplinary action and may also result in a loss of Chromebook privileges.
3. Use of media, sound, and games must be in accordance with classroom procedures.

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PRINTING AT HOME

You can print wirelessly using Google CloudPrint.

1. For more information about printing, go to <https://www.google.com/landing/cloudprint/index.html>

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HOME INTERNET ACCESS

1. Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access resources needed to complete schoolwork.
2. If you have trouble connecting a Chromebook to your home network, contact your Internet Provider.
3. Chromebooks are content filtered (***blocked from pornography, hate, violence, most social media***) no matter what network they are on. Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.
4. If a student does not have home Internet access, documents, worksheets, videos, and content need for homework can be downloaded to Google Drive and can be accessed offline without access to the internet. For more information about working on Google Drive files offline on your Chromebook, go to <https://support.google.com/chromebook/answer/2809731>

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CHROMEBOOK MONITORING

Chromebooks are property of Monticello School District and are subject to inspection at any time. The Chromebooks include internet filters to block inappropriate websites when connected to any WiFi network, at school or at home. While the software filter protects students in most cases, the best filter is adult supervision and students making good choices and being responsible digital citizens.

Reasons for Chromebook inspection may include but are not limited to the following functionality, maintenance, serviceability, and student conduct when using the Chromebook.

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CHROMEBOOK OPERATING SYSTEM UPDATES

1. The Chromebook will update automatically every time the device is connected to the Internet.
2. If a Chromebook does not appear to be managed by Monticello School District, is running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance with the building tech team (Middle School Room 103 or High School Chrome Crew on 2nd Floor).

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PARENT/GUARDIAN GUIDE

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. Be an active participant in your child's digital life. Have them show you what sites they are navigating to, what apps they use, and what they are working on.
3. The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship.

NetSmartz: <http://www.netsmartz.org/parents>

Common Sense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>

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ACCEPTABLE USE GUIDELINES

Student responsibilities are outlined in the Technology Use Agreement in the Student Handbook:

RESPONSIBLE USE: The use of your account must be consistent with the educational objectives of the Monticello Public School District. Students are expected to abide by ***District Policy #524 (Network System and Internet Acceptable Use)***. Respect and proper use of educational resources are a large part of the goals and objectives for all students. Inappropriate activities include but are not limited to the following.

1. Sending or displaying offensive messages or pictures
2. Using profanity and/or obscene language
3. Harassing, insulting, or attacking others
4. Damaging devices, or network resources
5. Violating copyright laws
6. Trespassing in another person's folders, work, files, or data content
7. Wasting limited resources
8. Using the District network for financial or commercial gain

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NETWORK ETIQUETTE

You are expected to abide by the generally accepted rules of network etiquette when using any system including email. The student's ID number will be part of the username for email.

2. Be polite. Do not swear, use vulgarities, or any other inappropriate language. Abusive or demeaning communications are prohibited.
1. Do not reveal your personal address or phone numbers to anyone over the Internet including, but not limited to: email, chat, bulletin board postings, social media sites, and forums.
3. Note that email, google searching is not guaranteed to be private. People who operate the system have access to all mail, searching, and browsing history. Messages relating to or in support of illegal activities may be reported to the authorities. Use email and other means of communications responsibly (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments).
4. Do not use electronic devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.
5. Do not use the network in such a way that you would disrupt the use of the network by others.
6. Do not retrieve, save, or display hate-based, offensive, or sexually explicit material using any school district resources. Users are responsible for not pursuing material that could be considered offensive and should notify an adult immediately if they encounter such materials accidentally.

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SECURITY

Protecting personal information and network security are high priorities.

2. Do not use another individual's account or allow your account to be used by others. This includes, but is not limited to, modifying content, sending out email, creating accounts, or posting messages or other online content (*e.g. text, images, audio or video*) in someone else's name.
1. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

VANDALISM -

Vandalism is any malicious attempt to harm or destroy equipment, data of another user or any entity, or other networks that are connected to the Internet.

2. Internet vandalism will result in cancellation of privileges. This includes but is not limited to: the uploading or creation of computer viruses.
1. Hardware and software vandalism will result in cancellation of privileges. This includes but is not limited to: modifying, damaging, or destroying equipment, programs, files, or settings on any computer or other technology resource.