



CHROMEBOOK HANDBOOK

WHY 1:1 CHROMEBOOKS?

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:

1. Access to digital educational resources.
2. Availability beyond the school day.
3. Individualized learning.
4. Creativity and innovation.
5. Critical thinking and problem solving.
6. Communication and collaboration.
7. Technology literacy skills.
8. College and career readiness.

The information in this handbook 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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CHROMEBOOK PLEDGE

1. I will take care of my Chromebook.
2. I will not leave my Chromebook unattended.
3. I will not loan out my Chrome to others or give access to my user account.
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 School District issued protective case.
8. I understand that my Chromebook is for educational use only.
9. I will not deface my Chromebook and Case.
(no stickers, writing, engraving, etc).
10. I understand that my Chromebook is subject to inspection at any time without notice and remains the sole property of the Monticello School District.
11. I will be responsible for all damage or loss caused by neglect or abuse.
12. I agree to return the Chromebook, case, power cords in good working condition at required check-ins.
(i.e., withdrawal from school or summer).
13. I understand that my use of the Chromebook is subject to all applicable District policies, regulations, the Student Handbook, Student Code of Conduct and any individual school procedures.





GENERAL INFORMATION

Chromebooks will be distributed each fall to incoming students in grades 6-12. Students will keep the same Chromebook throughout their Middle School and High School Career.

If a parent **DOES NOT** wish their student to be issued a Chromebook, they will need to indicate that on the Student Handbook acceptance form.

WITHDRAWAL: If a student withdraws from the District, the Chromebook and its accessories will need to be returned at the time of withdrawal. Students will be responsible for paying for any damages to the equipment. Failure to return the Chromebook and all accessories may result in a warrant for arrest on theft charges.





CARE OF YOUR DEVICE

When using your device, it is imperative that students remain cautious at all times when the device is in their possession.

This includes and is not limited to, eating/drinking near your Chromebook, maintaining all device accessories, not stacking any heavy materials on top of the device etc.

The student must make sure the device is fully charged before the start of each school day.

Do not lean on top of the screen when the Chromebook is closed. Clean the screen with a soft cloth. The student can also lightly spray the cloth with a mild cleaner or water before cleaning.

Gently close the cover when you are done using the Chromebook. When the Chromebook is not in use or before placing it in a backpack, make sure your Chromebook is in its case.





DEVICE ETIQUETTE

The use of your account must be consistent with the educational objectives of the Monticello 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:

Sending or displaying offensive messages or pictures, using profanity and/or obscene language etc.

NETWORK:

You are expected to abide by the generally accepted rules of network etiquette when using any system including email.





SCHOOL USE

Chromebooks are intended for school use only. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed during and after school hours. Students are responsible for bringing their Chromebooks to all classes, unless instructed otherwise.

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.

If a student consistently does not bring their Chromebook to class, or bring the Chromebook charged, parents will be contacted.

MEDIA, SOUNDS AND GAMES:

All photos (including desktop backgrounds) and videos must meet District acceptable use guidelines.

Media that violates the acceptable policy (**guns, weapons, pornographic material, inappropriate language, alcohol, drugs, gang related symbols, or pictures**) will result in disciplinary action and may also result in a loss of Chromebook privileges.

Use of media, sounds and games must be in accordance with classroom procedures.





REPAIR AND LIABILITY

Students and parents will be responsible for district-owned property that is issued, just as they are for other district-owned items such as textbooks, athletics equipment etc. The District will repair or replace the device, but students and parents will be fiscally 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 Tech Studio on the 2nd floor)**. Any repairs that are not due to misuse will be covered without cost. If the Chromebook needs to be sent off for repair, a temporary replacement will be provided.

If another student damages the primary owners 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 Student Resource Officer may be involved if it is suspect to be an intentional act of vandalism.

For any technical questions, please reach out to your building tech.

MIDDLE SCHOOL TECH

Ms. Majeski



HIGH SCHOOL TECH

Ms. Ye





DEVICE SECURITY

The protection of student personal information and network information is the District's IT Departments highest priority.

KEY NOTES:

Do not use another individual's account or allow your account to be used by others. This includes and is not limited to, modifying content, sending emails, creating accounts or posting messages or other online content **(e.g. text, images, audio or video)** in someone else's name.

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.





DEVICE PROTECTION PLAN

We know accidents happen, and that's why the District has set up an optional program called Chrome Care to reduce liability of families and students. District Chrome Care can be purchased for \$45.00 per year, per device. The District Chrome Care will repair or replace the device at a significant savings to the student and their 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 etc.)**.
2. Fire/Flood.
3. Theft **(police report required)**.
4. Liquid Submersion.
5. Power surge due to lightning.
6. Natural Disaster or Perils.
7. Mechanical Failure
8. The device protection plan **DOES NOT** cover intentional damage.





DEVICE MANAGEMENT

Only the Monticello School District student who is assigned to the Chromebook is allowed to log into that device.

Chromebooks are the sole property and managed by the District IT Office. Any attempt to remove the management software will result in disciplinary action, included but not limited to confiscation of the device.

OPERATING SYSTEM UPDATES:

The Chromebook will update automatically every time the device is connected to the Internet.

If a Chromebook does not appear to be managed by the Monticello School District, is running slowly or has trouble connecting to the network. The Chromebook should be turned in for maintenance with the building tech. **(Middle School Room 103 or High School Tech Studio on the 2nd floor).**





THEFT OR LOSS

All Chromebooks are monitored using GoGuardian. If a Chromebook is lost, the student must report the lost device immediately to their building tech (**Middle School Room 103 or High School Tech Studio on the 2nd floor**) so that the device can be tracked for recovery. The District IT team can run specialized software that allows devices to be locked down so they cannot be used by anyone.

A police report is required for the 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.



CHROMEBOOK HANDBOOK

If you have any questions, please reach out to your building tech. Either in the Middle School room 103 or the High School Tech Studio on the 2nd floor.

MIDDLE SCHOOL TECH

Ms. Majeski



HIGH SCHOOL TECH

Ms. Ye



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