



Chromebook Guidance for Secondary Grades: 6-12

Monona Grove School District utilizes both Chromebooks and iPads for learning. Both tools are powerful and engaging technology devices. When each student has a device just for their own use, the learning can be personalized to meet individual interests and learning styles. Chromebooks and iPads include a wireless internet connection, a word processor, and access to all sorts of easy-to-use software applications (known as “apps” or “extensions”). These devices also come with built-in features that make learning easy and enjoyable for everyone.

Additionally, to live our mission we must prepare our students for the future that is filled with jobs that do not yet exist using technologies that have not yet been created. All students will need to have the skills to work with technology in a creative and collaborative manner. This means learning must effectively integrate technology so students develop the social and job skills to be successful in their lives no matter the career they pursue.

Responsibilities & Expectations

Responsibilities of the Student

- Arrive at school daily with a fully charged Chromebook.
- Use the Chromebook in an ethical and responsible manner.
- MGSD email and devices should be used for school purposes only.
- Understand that revealing your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people could result in identity theft.
- Students are responsible for the contents of their accounts and the device assigned.
- Only use the device that is assigned to you and don't let others use your device.
- Follow the guidelines set forth in this document, including when the school-issued Chromebook is used outside of the school.
- Keep your device free of any writing, drawing, stickers or other personal identification tags not applied by the district.
- Refrain from using the Chromebook as a tool to deliver malicious and/or inappropriate content, and inform a staff member if you have received any of it.

- Understand plagiarism and know that it will be met with appropriate consequences by the school district.
- Comply with trademark and copyright laws and all license agreements. If you are not sure, then ask a teacher or staff member.
- Students should let IMC/Technology staff know immediately if their Chromebook is damaged in any way.

Responsibilities of the District

- Provide the hardware and software to allow students and staff the ability to be academically successful in a digital environment.
- Provide Internet while at school as well as access to online course materials.
- Provide safety measures to filter and block content and material that has been deemed inappropriate by the school district.
- Provide staff with professional development to incorporate technology into their classrooms successfully.
- Provide students with guidance in digital citizenship and an understanding of the [Acceptable Use Policy](#).

How Can Families Help at Home?

- Provide your child a safe space to store and charge the Chromebook issued to them.
- Discuss with your child the idea that the acceptable use of the Chromebook at school should be the same at home.
- Be active in your child's educational technology experience by having them demonstrate/show some of the activities, sites, and extensions they use while at school.

Receiving Chromebooks

Statement of Ownership

The Chromebook, charger, and case provided to each student are the sole property of the Monona Grove School District, and assigned to students during the academic school year. Chromebooks remain the property of the district and must be treated with care, as all district property and materials must be.

Monona Grove School District Administration, staff, and faculty reserve the right to collect, and/or inspect students' assigned Chromebooks. Information Technology (IT) staff may also access the Chromebooks remotely in order to alter, add, or delete installed software when warranted. The district cooperates fully with local,

state, or federal officials in any investigation concerning or relating to violations of computer crime law and is governed by the Wisconsin Open Records Act.

All files stored on district servers, district devices, or in conjunction with the district's Google domain are subject to review to ensure [appropriate use](#).

Students should not expect privacy or confidentiality related to their district-owned device and its content, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a District Chromebook, students agree to such access, monitoring, and recording of their use.

Receiving and Returning Chromebooks and Hardware

High School students are issued devices at the start of 9th grade and will return their devices at the end of their senior year. Middle School students are issued devices at the start of 6th grade and will return their device at the end of 8th grade. If a student withdraws from enrollment in the Monona Grove School District at any other time during the year, they will return their device at that time.

GDS Device Return Process

During the last advisory class of the year, students will turn in their Chromebooks, their charger, and their case to their advisory teacher. Advisory Teachers will check off students' names as they turn in their devices; this list will be given to the GDS/Cottage Grove Tech Specialist.

If a student in 6th or 7th grade is not returning to the district, those students will turn in their devices and equipment to their advisory teachers during the last advisory class of the year. Teachers will note the collection of the device and give the name to the GDS/Cottage Grove Tech Specialist.

Unreturned devices will result in a replacement cost being issued to the student's account and Business Services will collect fines.

- Chromebook Replacement Fee - \$220
- Chromebook Case - \$25
- Chromebook Charger - \$20

MGHS Device Return Process

At the conclusion of finals for seniors, students return their Chromebook, Chromebook case, and charger to the IMC; the Monona/MGHS Tech Specialist will record the device as returned.

If a student in 9th-11th grade is not returning to the district, those students will

turn in their devices and equipment to the IMC after their last final exam of the year.

Unreturned devices will result in a replacement cost being issued to the student's account and Business Services will collect fines.

- Chromebook Replacement Fee - \$220
- Chromebook Case - \$25
- Chromebook Charger - \$20

Care for Chromebooks

General Precautions

- Cords, cables, and removable storage devices must be plugged in and removed from the chromebook carefully.
- Chromebooks should be charged overnight at home, and the chargers and power cords should be left at home.
- Chromebooks should always be stored in the district-provided case.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- All Chromebooks will be labeled with a District asset tag. Asset tags are not to be modified or tampered with in any way.
- No food or drink should be near the Chromebooks.
- Chromebooks should be free of any stickers, labels, drawings, or writing.
- Chromebooks should never be carried while open.
- Chromebooks should never be forced or shoved into a locker or backpack.
- In order to preserve battery life, Chromebooks should be shut down while not in use.
- Chromebooks should never be subjected or exposed to extreme hot or cold temperatures.
- Chromebooks should be at room temperature prior to being turned on.
- Students are responsible for securely storing their Chromebook during extra-curricular events, gym, and lunch/recess.
- Students should place Chromebooks in their locker when not in use.

Screen Care

Screens are most commonly damaged due to excessive pressure being placed on the screen and/or generally being treated roughly. In order to prevent screen damage, students should **NOT** do the following:

- **DO NOT:**
 - Lean on top of the Chromebook.

- Lift the Chromebook by the screen, including the border around the edges of the screen.
- Carry the Chromebook in an open position.
- Stack items on top of the Chromebook.
- Force or stuff into a locker or backpack.
- Poke the screen.
- Leave any items on the keyboard when closing the Chromebook.
- Leave any items inside the case when closing the case.
- Use window cleaner or any other liquid cleaner on the screen. Pre-moistened eyeglass lens cleaning tissues are ok to use.

Protection and Storage

Protective cases will be provided by the district for students. The school-issued Chromebook should always be in its case. Keeping devices protected in cases is the best way to ensure that devices remain ready to use.

Avoid storing the device in a car where it can be stolen or exposed to unstable temperatures that often lead to damage. Disconnect headphones, charging cords, or other devices before transporting.

Troubleshooting

If a student is having issues with their Chromebook, they should report it to staff immediately. Other than simply rebooting the Chromebook by restarting it, students should not attempt any other troubleshooting methods. If the Chromebook continues to not function properly, the student may bring their Chromebook to the IMC with a pass for staff to look at.

Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. This includes friends and or family who are tech savvy.

Help Desk

If basic troubleshooting measures are not successful, then a ticket should be sent to the Help Desk. A help desk ticket is an email sent to helpdesk@mgschools.net that describes the issues the student is experiencing.

MGHS students may enter Help Desk tickets directly; GDS students must request that a GDS staff member assist them in order to submit a Help Desk ticket.

The email sent to the Help Desk should be as descriptive as possible. Example: rather than simply say 'the screen is broken,' the email might say 'the screen is dark

but there is something flickering,' or 'the screen is cracked.'

Help Desk will respond generally within 24 hours during the school week. The response will include instructions on what to do next.

Additional Software

Other than the extensions the district will make available to students, students are not allowed to install any other software on their Chromebooks.

Chromebook Use

Managing and Saving Your Digital Work with a Chromebook

The majority of student work will be stored in Internet/cloud-based applications (Google Drive, Google Classroom, Canvas, etc.) and can be accessed from any computer with an Internet connection and most mobile Internet devices.

If a student downloads images or materials on their Chromebook, that material is not saved if their device must be power-washed or wiped. The school district is not responsible for the loss of any student work.

Backgrounds & Themes

Students may alter the desktop background of their Chromebook with school and age-appropriate media. The school may override student desktop backgrounds as necessary.

Printing

Students have access to a limited number of printers at school. Storing and sharing work on Google Drive is preferred over printing.

Leaving the Chromebook on the Bus

If the Chromebook is left on the bus, the student should go to the office immediately after arriving at school so the office can contact the bus company. The student should not wait to alert staff until a Chromebook is needed in class.

Damage to Chromebooks

Normal Wear and Tear

If a Chromebook becomes unusable, slow, or unresponsive due to normal wear and tear, then a replacement device will be issued to the student at no cost. Determining what is and is not normal wear and tear is the responsibility of Help Desk.

Other Damage

The District reserves the right to charge for the entire replacement cost of a device and/or accessory due to repeated damage or negligence. Examples of negligence include, but are not limited to, losing or destroying your device, obvious damage, missing keys, cracked displays, liquid spills, prolonged exposure to extreme heat, cold, weather conditions (rain, snow, ice) et al.

Fines

The Board authorizes ([po 6152](#)) the imposition of fines for the loss, damage, or destruction of District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings or facilities. This includes school-issued Chromebooks, chargers, and the Chromebook case.

Disclaimer

Given the nature of technology use and applications, provisions are subject to change over the course of the school year. If such changes occur, students and parents will be notified via school publications and web postings.