

# Mad River Local Schools Chromebook Guidelines:

The goal of the Chromebook program is to create a collaborative, interactive learning environment for students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners.

1. RECEIVING YOUR CHROMEBOOK:
  - a. Chromebooks will be distributed at start of the school year. These Chromebook Guidelines outline the procedures and policies for families to protect the Chromebook investment for Mad River Local Schools
2. TAKING CARE OF YOUR CHROMEBOOK:
  - a. Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly, must be reported and turned in to the school's main office.
  - b. Do not take District-provided Chromebooks to an outside computer service for any type of repairs or maintenance.

## General Precautions-

- No food or drink is allowed next to your Chromebook while it is in use.
- Never transport your Chromebook with the power cord plugged in.
- Chromebooks must remain free of any writing, drawing, skins, or stickers except what is issued by Mad River Local Schools
- Chromebooks will have a Mad River Local Schools Inventory tag on them as well as any other identifying label the District may affix. Any attempt to remove or alter these tags will result in disciplinary action.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing fully charged Chromebooks for use each school day.

## Carrying Chromebooks-

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from the bottom with lid closed.
- Chromebooks must remain in the protective case (if provided).

## Screen Care-

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.

-Do not poke the screen with anything that will mark or scratch the screen surface, including long fingernails, pens, pencils, etc.

-Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

-Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not use alcohol-based window cleaners such as Windex®.

### 3. USING YOUR CHROMEBOOK

- a. Chromebooks left at home
  - i. Fully-charged Chromebooks must be brought to school every day. Repeated failure to bring a fully-charged Chromebook to school will result in disciplinary action.
- b. Student Chromebook Use Policy
  - i. Use of the Chromebook falls under Board Policy 7540.03 STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
- c. Sound
  - i. Sound must be muted at all times in the classroom unless permission is obtained from the teacher for instructional purposes.
  - ii. Headphones may be used at the discretion of the teacher.
- d. Printing
  - i. It is our intention to create a paperless environment with this program, however, teachers will direct students when to print from their Chromebook.
- e. Account Access
  - i. Students should only login to their Chromebook using their Mad River Local Schools assigned login or college assigned login for College Credit Plus Courses
  - ii. Students must not allow anyone else to use their Chromebook.
  - iii. Take care to protect your password. Do not share your password.
  - iv. Make sure you log out when you are done using your Chromebook.

### 4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- a. All Chromebooks will have access to Microsoft Office
- b. Students will save digital work and submit assignments through Canvas.

### 5. OPERATING SYSTEM ON YOUR CHROMEBOOK

- a. Updating your Chromebook:
  - i. When a Chromebook starts up, it updates itself automatically according to District system policies, so it has the appropriate version of the Chrome operating system.
- b. Virus Protection:
  - i. Chromebooks are built with layers of protection against malware and security attacks. However, students must still be careful not to use their Chromebooks in any way that exposes them to malicious websites, malware, viruses, ransomware, etc.

### 6. PROTECTING & STORING YOUR CHROMEBOOK

- a. Chromebooks are the responsibility of the student. This device will be yours for the duration of the school year. Take good care of it! During the 2021-2022 school year and

consecutive years to follow, students in 5<sup>th</sup> Grade and 9<sup>th</sup> Grade will be assigned a brand new Chromebook that they will use for the next 4 years. Proper care of the device is extremely important.

- b. Account Security: Students are required to use their Mad River Local Schools user ID and password to protect their accounts and are required to keep that password confidential.
  - c. Storing Your Chromebook: When students are not using their Chromebook, they should be stored in a secure location, ex. locked locker.
  - d. Students need to take their Chromebooks home every day (with exception in grades K-4).
  - e. Chromebooks should not be left in an unsupervised area. Unsupervised areas include the school grounds and campus, cafeteria, computer labs, locker rooms, library, unlocked classrooms, and hallways.
  - f. If an unsupervised Chromebook is found, notify a staff member immediately.
7. SCHOOL FEES AND ACCIDENTAL DAMAGE REPAIR
- a. Should an accidental damage occur, a technology fee will be assessed for the district to make necessary repairs.
  - b. If a repair cannot be made, parent(s)/guardian(s) will be responsible to cover the cost of the replacement of the Chromebook.
  - c. If a Chromebook is damaged due to abuse, neglect or, intentionally damaged, report it to the main office immediately. Parent(s)/guardian(s) will be responsible to cover the cost of the repair or replacement of the Chromebook.
  - d. If a Chromebook is lost or stolen, report it to the main office immediately. Parent(s)/guardian(s) will be responsible to cover the cost of the replacement of the Chromebook.
8. CHROMEBOOKS UNDER REPAIR:
- a. A loaner Chromebook will be provided to the student while repairs are taking place. Loaner Chromebooks will fall under the same guidelines as any other student-issued Chromebook.
9. RETURNING YOUR CHROMEBOOK:
- a. All district owned Chromebooks must be returned following these guidelines:
    - i. Chromebook, charger, and protective case (if applicable) must be returned in good working condition at the end of the school year or upon request or withdrawal from the school district. (Students should not write on or decorate their Chromebook or protective case.)
    - ii. Parents will be responsible for the replacement cost of any Chromebook, charger, and/or protective case not returned and student records will be held until payment is made to the school.