MONONA GROVE
SCHOOL DISTRICT

Device Handbook

Contents

1. When will students receive the device?

Distribution will occur each year as scheduled by the administration and District Technology Team members.

2. When should students return the device?

High School students will return their devices at the end of their senior year. Middle School students will return their device at the end of 8th grade. Elementary devices will be collected at the end of each school year from the classroom. If a student withdraws from the Monona Grove School District at any other time during the year, they will return their device at that time.

> - *Any device not returned will be considered stolen property*
> - *Any device turned in with intentional damage beyond normal wear and tear will be subject to a fee for repair or replacement*

3. How do students take care of the device?

- Only use the device that is assigned to you and don't let others use your device. The assigned student is responsible for the care of their device.
- Avoid stacking items on top of the device to protect from compression cracks.
- Keep your device free of any writing, drawing, stickers or other personal identification tags not applied by the district.

The district-owned device should not be taken to an outside vendor for repair. **If your device needs to be repaired email** helpdesk@mgschools.net. Please include your name, the student's name, and the issue with the device.

3a. Identifying your device.

Notice your device is tagged with an MGSD barcode associated with the device serial number. Devices are traceable by serial number.

> *District tags are located on the bottom of the device and MUST remain on the device, unaltered. Removal of this identification may result in disciplinary consequences for the student. If the barcode falls off accidentally, the student should contact the media center as soon as possible.*

3b. Storing your device

- Keep it stored in a safe place when it is not in use.
- Each device should also be stored in the provided case when not in use to ensure protection against damage.
- Store your device in a locked locker when it is not with you in class. Avoid stacking items on top of the device to protect from compression cracks.
- Avoid storing the device in a car where it can be stolen or exposed to unstable temperatures that often lead to damage.

3c. Transporting your device

- Carry the device with the screen closed.
- Transport the device in the district-provided case (grades 6 through 12).
- Disconnect headphones, charging cords, or other devices before transporting.

3d. Charging your device

- Connect the charge cord with care.
- Create a home charging station and charge your device every night
- DO NOT use chargers other than the district-provided charger as third-party chargers can cause damage.

3e. Protecting your device

- Avoid electronic damage from food or drink spills.
- Report cracks or other damage immediately for repair.
  - Email help.desk@mgschools.net
- Connect the charge cord, headphones, and or any other items to device ports with care.
- Protect your screen.

> **How to Protect Your Screen**
> - *Screens can break when pressure is put on the top or bottom of the device, even when it's closed. Don't stack things on top or sandwich it between heavy items in a backpack.*
> - *Storing or closing the device with anything between the screen and keyboard places pressure on the screen.*
> - *Storing the device open puts your screen at risk. Close the screen when you're not using your computer.*
> - *Poking at or touching the screen can cause damage.*
> - *Solvents can damage your screen. Instead, clean with a dry microfiber or anti-static cloth. If you need assistance cleaning the screen, the library can help.*

4. What should students know about the device?

Your device is provided to support your learning experiences. It's important to bring it to school each day, fully charged. Plan to bring your device to every class unless instructed otherwise by a teacher or administrator.

4a. What if the device is under repair?

If a device is turned in for repair, a loaner will be given out until the damaged device is returned.

4b. Account Access and Passwords

You can log in to the device with your mgschools.net Google account. It is also important to log out when the device is not in use. Sharing your account password at any time could result in loss of privacy and data.

4d. Printing (Chromebooks only)

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

5. How do students save and access their work?

The majority of your schoolwork can be completed using Google Workspace (Docs, Slides, Spreadsheets, Drawings, and Forms). These online programs automatically save to the cloud via Google Drive, making your work accessible from any internet-connected device you own. You can also upload projects completed using other software to your Google Drive for storage and transfer. Offline access is also available. Click here for directions.

6. What are the district rules for using the device?

All district technology devices are to be used in conjunction with the MGSD Student Technology Acceptable Use and Safety guidelines, 7540.03. **Please review this with your student(s).**

6a. General Guidelines

- Students will have access to all forms of media that support their educational experience in accordance with MGSD learning goals.
- Students are responsible for their appropriate use of technology provided by the district.
- Use school-appropriate media when creating a background or screensaver.
- Access to and use of district technology is a privilege. All staff, students, and guests of MGSD are expected to adhere to the Safe and Responsible Use 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 viruses.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, may be considered an act of

vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

6b. Safety and Privacy
- Make positive choices when using the device.
- MGSD email and devices should be used for school purposes only.
- 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.
- All data stored on district devices or servers is not private and can be accessed by district staff as deemed necessary.
- If you accidentally view a website with inappropriate material please inform a staff member as soon as possible.

6c. Legal Property
- Comply with all copyright laws. If you are unsure, ask a teacher or a parent.
- Plagiarism is a form of academic dishonesty. Be sure to give credit to all sources.
- Use of hacking software is prohibited and violators may be subject to discipline.
- Violation of any federal, state, or local laws could result in criminal prosecution and/or discipline by MGSD.
- **Acceptable AI Use - AI generative programs**
  - *"Use of generative AI programs such as ChatGPT by students on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on graded assignments by the student will be treated as an academic honesty violation."*

6d. Email (3rd-12th)
- Use appropriate language when sending an email.
- All email is subject to inspection at any time.
- Only send email to large groups of students/staff with permission from a teacher or building administrator.

6e. Responsible Use

- Students are responsible for the contents of their accounts and the device assigned.
- 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.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime law.
- Contents of email and network communications may be governed by the Wisconsin Open Records Act; proper authorities will be given access to their content as needed.

7. What should I do if the device is broken or lost?

It is vital that any broken device is fixed as soon as possible. Do not, under any circumstance, take your device to an outside vendor for repair. This could void the warranty.

> Email helpdesk@mgschools.net and include:
> - Your Name
> - Your Contact information
> - Student's Name
> - Description of damage
>
> A loaner will be provided if the device cannot be fixed in a timely manner. Users are responsible for damage to loaner Chromebooks as well. It is important to note the school only has a limited number of loaners.

While the district covers the cost of most incidental damages, students may be charged for loss/theft and intentional damage of their device. The cost to replace lost items are as follows:

- Chromebook - $250
- iPad - $325
- Chromebook Case - $25
- Charger - $20