



MONONA GROVE

SCHOOL DISTRICT

Device Expectations and Responsibilities for Students and Families

Overview: Device Expectations and Responsibilities

This document outlines the Monona Grove School District's expectations for student use of district-issued technology devices. It is designed to ensure that all students and families understand their responsibilities regarding safe, ethical, and effective device use, as well as the consequences of misuse.

The guidelines cover six key areas: **Student Responsibilities for Technology Use; Internet Safety and Reporting; Device Care, Security & Maintenance; Ownership & Return of Devices; Responsible Use and Consequences; Support & Help.**

Students: 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.

Families: Review this handbook with your student in a way they can understand and agree to. Be active in your child's educational technology experience by having them demonstrate/show or talk about some of the activities, sites, and extensions they use while at school. For students who bring home their Chromebook (grades 6-12), be sure to include that the acceptable use of the Chromebook at school should be the same at home. Provide your child a safe place to store and charge the Chromebook issued to them.

The document is an essential guide to maintaining a safe, supportive digital learning environment, reinforcing both student accountability and equitable access to educational technology.

Device Expectations and Responsibilities for Students and Families	1
1. Student Responsibilities for Technology Use	4
a. Authorized Use	4
b. Digital Content & Applications	4
c. Device Functions	4
d. File Management & Printing	4
e. Use of Google Services	4
2. Internet Safety and Reporting	5
3. Device Care, Security & Maintenance	5
a. Device Care	5
b. Security & Repairs	5
c. Financial Responsibility	5
4. Ownership & Return of Devices	6
5. Responsible Use and Consequences	7
a. Acceptable Use	7
b. Email Use (Grades 3–12)	7
c. Violations & Disciplinary Action	7
6. Support & Help	7

1. Student Responsibilities for Technology Use

Students are expected to use all district-provided technology in a safe, responsible, ethical, and legal manner. This includes complying with:

- [District Technology Acceptable Use and Safety Board Policy](#) (7540.03)
- All applicable school rules
- State and federal laws
- Teacher- or administrator-issued expectations

These rules apply **on and off campus**, and during both **school and non-school hours**.

a. Authorized Use

- Devices are intended primarily for academic purposes. Limited personal use may be allowed with prior approval and must align with all district policies.
- Students must use their assigned username and may not share login credentials with others (except parents/guardians).
- All activity on district devices may be monitored.

b. Digital Content & Applications

- Devices are configured with a standardized setup; students may not install unauthorized software.
- Customization of desktops (e.g., backgrounds, screensavers) must be school-appropriate.
- Inappropriate content (weapons, drugs, alcohol, gang references, pornography, etc.) is strictly prohibited.

c. Device Functions

- Features like webcams may only be used for educational purposes under teacher supervision.
- Streaming music or videos and online gaming are not permitted during school hours unless part of a class assignment.

d. File Management & Printing

- Students are responsible for organizing and managing files, primarily using Google Drive.
- School printing is available only where necessary and authorized by staff.

e. Use of Google Services

- District devices use Google Workspace for Education. Acceptance of these guidelines includes acknowledgment of Google Additional

Services such as YouTube and other educational apps.

2. Internet Safety and Reporting

- District devices are filtered to block inappropriate content; however, filters are not foolproof.
- 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.
- Families are strongly encouraged to develop a shared safety plan with their student to report any content that feels off, uncomfortable, scary, confusing, or inappropriate. This content must be reported to a staff member immediately.

3. Device Care, Security & Maintenance

a. Device Care

- Use only the device assigned to you.
- Keep your devices clean and free from stickers or markings.
- Always store your device in the provided case.
- Avoid stacking heavy items on your devices to prevent screen damage.
- Never use third-party chargers with your device.
- 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 library staff as soon as possible.
- Create a home charging station and charge your device every night.

b. Security & Repairs

- Report any damage, loss, or security concerns to school staff or by emailing: helpdesk@mgschools.net.
- Issues must be reported within 48 hours or the next school day.
- Never attempt to repair a device through outside vendors.

c. Financial Responsibility

- Most incidental damage is covered by the district.

- Parents/guardians are responsible for costs related to intentional damage, theft, or negligence.
- Replacement costs may include:

Device	Replacement Cost
Chromebook	\$300
iPad	\$350
Chromebook Case	\$25
Chromebook Charger	\$20
iPad Case	\$31
iPad Charger	\$20

4. Ownership & Return of Devices

- All devices and accessories are the property of Monona Grove School District.
- Distribution will occur each year as scheduled by the administration and District Technology Team:

Grade Level	Distribution	Return
4K-5	Beginning of school year as determined by school administrator, teacher, and technology team	Devices remain at school all year
6-8	In 6th grade, students are assigned devices to use in school and take home daily (students will receive in advisory class).	End of 8th grade
9-12	In 9th grade, students are assigned new devices to use in school and take home daily (students will receive in 1st period class on the first day of school).	End of 12th grade
**New students to the Monona Grove School District will also receive their device based on information above		

- Devices must also be returned:
 - Upon withdrawal from the district.
 - When requested for maintenance or refresh.
- Unreturned or intentionally damaged devices may result in disciplinary action or fees assessed to parents/guardians (based on device cost chart above).

5. Responsible Use and Consequences

a. Acceptable Use

- Students are responsible for the contents of their accounts and devices.
- Plagiarism, illegal downloads, or hacking attempts are prohibited.
- Generative AI tools (e.g., ChatGPT) may only be used with teacher permission and must be cited when used ([Board Policy 7540.08 and 5505](#)).
- Comply with all copyright laws. If you are unsure, ask a teacher or a parent.
- 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.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime law.

b. Email Use (Grades 3–12)

- All email communications must be appropriate and school-related.
- Mass emailing is not permitted without staff approval.
- Email is not private and may be reviewed by district staff.

c. Violations & Disciplinary Action

- Failure to follow these guidelines may result in:
 - Loss of technology privileges.
 - School disciplinary action (including suspension or expulsion).
 - Legal action, if applicable.

6. Support & Help

- a. If your device is broken, lost, or not working properly:
 - Do **not** take it to an outside repair shop, we have a contract with a company as a district.
 - Contact the help desk by emailing helpdesk@mgschools.net and include:
 - Student's name

- Contact info
- Description of the issue
 - What happened, when it happened, troubleshooting that may have already been done
- A loaner device may be provided as available. Students are also responsible for damage to loaner devices.

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.