

Mount Vernon City School District

***Student Electronic Device Handbook
for Both Chromebooks and iPads***

The Mount Vernon City School District distributes student electronic devices to create a creative, collaborative digital learning environment that enhances critical thinking for all learners. This digital learning environment enables and supports students and teachers to implement transformative uses of technology to enhance high quality instruction and learning.

Definition:

The term “**student electronic devices**” will be used throughout this handbook to mean all Chromebooks, iPads, and/or any similar device brought to school by a student.

Device Purpose:

The Mount Vernon City School District is providing students grades K - 12 with access to either an iPad (KDG) or Chromebook device (Grades 1-12). This student electronic device is the property of the Mount Vernon City School District. The supplied instructional electronic device's function will provide each student an added instructional tool to enhance their learning experience. This student electronic device is only to be used for instructional purposes and not intended for gaming, social networking.

The policies, procedures, and information within this document apply to all student electronic devices used at Mount Vernon City Schools by students, staff, and/or guests including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use for their classroom lessons.

Receiving Your Student Electronic Device:

Student electronic devices will be distributed each fall during the first week of school. Parents & Students must complete the District Authorizations Form online through the OneView Parent Portal before the student device can be issued to their child.

Each device is assigned to each student internally and sometimes identified with a label. If the label is damaged, please contact either the classroom teacher or Building Principal.

The Chromebook/iPad that has been issued to this student is, and at all times remains, the property of Mount Vernon City School District and is being loaned to the student for educational purposes only for the academic school year and must be used in accordance with the policies and procedures contained herein, the student code of conduct, the Mount Vernon City School District Acceptable Use Policy, and any applicable laws.

Use of this student electronic device, as well as access to the computer network, the Internet, email, and all other online content are a privilege and not a right. The student device and accessories are provided for educational purposes only and are intended to support the student’s learning objectives of Mount Vernon City School District. The student device and its components will be returned in the same condition as it was received

Student Owned Devices (aka BYOD Policy):

The school district recognizes there may be situations in which parents would prefer to provide their child with their own personal device instead of accepting the district issued chromebook/iPad. Please know that every child is required to have access to a device, whether provided by the family or the district.

If, as a parent you plan to provide your child with their own device, please read the information below. It is agreed and understood that: Participation in this program is totally voluntary. If a student does not accept a district issued device, he/she will be responsible for having their own device in order to access the electronic instructional materials and web-based tools.

Parents must know that not all devices are able to function at the same level with assignments and other online assignments. Manufacture device updates play a major role in the devices compatibility and ability to function on an acceptable level. Student content will not be modified to accommodate specific requirements of devices brought to school under the Bring Your Own Device Program. It will be the student's responsibility to complete all assignments as required. The district will not provide any technical support or repairs to personally owned devices nor will those students have access to any loaner devices should the personal device become inoperable. Any software required for use would need to be purchased by the student's family. The district cannot load district-owned software on devices not owned or leased by the district. The district recommends that the student-owned device maintains current operating systems. Devices brought to school via the Bring Your Device Program will NOT be used for state testing. A school owned device will be provided for state testing. Students who opt out of the one-to-one distribution may request to enter the program at any time by completing necessary paperwork. To request a device at a future date, parents/students should contact their building principal. Students are expected to follow all the conditions of the Acceptable Use Policy when operating/using their own device or at school.

The district does not accept any liability for personal devices used at school. It is the student's responsibility to properly care for and store the device while at school. Personal devices brought to school are not covered by district insurance programs.

Return of Student Electronic Device:

Student Chromebooks/iPads and accessories (i.e. charger) will be (K-5) and may be (Grades 6-12) collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at MVCSD.

Any student who transfers out of MVCSD and/or attends the Knox County Career Center (another one will be provided by KCCC) will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full for a new replacement device (at current market value). If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Student Electronic Device:

Students are responsible for the general care of the Chromebook/iPad which they have been issued by the school. Chromebooks/iPads that are broken or fail to work properly must be taken to the designated Main Office in each building. If a loaner Chromebook/iPad is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions for Chromebooks:

No food or drink is allowed next to your Chromebook while it is in use. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher. Chromebooks should be shut down when not in use to conserve battery life. Chromebooks should never be shoved into a locker or wedged into a book bag. Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. Always bring your chromebook to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Protective padded cases are provided and should be used at all times. The extra padding of the case helps to protect the chromebook.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean on top of the Chromebook. Do not place anything near the Chromebook that could put pressure on the screen. Do not place anything in the carrying case that will press against the cover. Do not poke the screen. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Device Repairs:

At no time should a student try to repair their own device without being instructed to do so by a Classroom Teacher/Administrator (i.e a Supervised Student Tech Crew).

Using Your Chromebook. All repairs should either be conducted by a Supervised Student Tech Crew, MVCSD Technology Department, and/or Manufacturer (i.e.all devices under warranty).

Use of Student Electronic Devices At School:

The Chromebook/iPad is intended for use at school each and every day. In addition to teacher expectations for its use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes. It is not a guarantee that a loaner device will not be issued to students who forget their chromebooks. All students that bring their devices to and from school on a routine basis are expected to bring both their charger and device to school for proper use.

Use of Student Electronic Devices At Home:

Students in Grades 6-12 are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

Use of Sound on Student Electronic Devices At School:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring personal headset for any audio projects they work on.

Printing At School:

Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

Printing At Home:

The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.
<http://google.com/cloudprint>

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

Personalizing Student Electronic Devices:

Student electronic devices and cases must remain free of any writing, drawing, or stickers. Each device will be identified by MVCSD Technology Department. Chromebook case will be provided for grades 6-12 and all iPads. Spot checks for compliance may be done by administration, faculty or MVCSD Technicians at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection at any time and must follow the Mount Vernon City School District acceptable use policy.

Software On Student Electronic Devices:

a) Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for

offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

b)All Apple Inc (iPads) devices are supported by iOS and receive similar updates while having access to Google Drive and other applications.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well on both Apple Inc and Chrome devices.

Right to Inspect Student Electronic Device:

School District Personnel may select students who may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Storing Your Student Electronic Device:

When students are not monitoring their student electronic device, they should be stored in their lockers (Grades 6-12) or chromebook cart (K-5) with the lock securely fastened. Nothing should be placed on top of the device, when stored in the locker.

Students in grades 6-12 need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Student Electronic Device:

Loaner student devices may be issued to students when they leave their Chromebook/iPad for repair at the building's Tech Office. If repair is needed due to malicious damage, the school may refuse to provide a

loaner Chromebook. Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

Billing for Student Electronic Device Damages:

As each student is held accountable for the care of their district owned and assigned electronic device. Students and parents will be charged for any damages of these devices. These expenses will include both parts and labor. The district has the final say in selecting the appropriate parts and labor for the damage, and will not accept parts that are not district directed. A bill for these damages will be initiated through the student's home school. All expenses will be cumulative in nature until paid in full.

Student Electronic Device Manufacturer Warranty:

Warranty for the student electronic device protects from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date MVCSD takes delivery of the electronic device. The warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook/iPad problems to the building's Tech Office. If a device becomes defective (at no fault of the student) after the warranty expires, MVCSD will replace the Chromebook/iPad at no charge with a refurbished device of the same age or newer.

Lost, Stolen or Damaged Device and Accessories:

A Student Electronic Device or any of its accessories that are lost (whereabouts unknown) or damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to take home until the replacement cost of the lost/damaged device or accessory is paid in full.

Replacement of the Chromebook - \$363

Chromebook Touchscreen-\$110

Chromebook Charger-\$17 (Gen3); \$15 (Gen2)

Chromebook Motherboard-\$200 (Gen 3); \$100 (Gen2)

Chromebook Daughterboards-\$40 (Gen3); \$10 (Gen2)

Chromebook Non Touchscreen-\$70

iPad-\$299

Chromebook Case-\$25

Failure of the parent, legal guardian or student to pay any charges from a damaged, lost or stolen Chromebook will be turned over to proper collection authorities,

“Opt In” -Student Electronic Device Insurance:

Parents have the option to “opt in” to purchasing accidental electronic device insurance on their child's school issued Chromebook. Through a company called School Device Coverage. This coverage is for accidental insurance for the entire school year.

If the parent chooses to purchase this accidental insurance for one school year, the cost is \$40. If an accident were to occur and the student's electronic device is damaged, it would take approximately two weeks to get the device repaired and returned to the student. During the repair process, the student would be issued a loaner device. All expenses of any non intentional/malicious damages, would be covered by the purchased insurance plan. More information about this type of insurance plan will be posted on our District's Technology Department Website and sent home with each student at the beginning of the school year (or see attached flyers).

If you are interested in purchasing such an accidental student electronic device one school year insurance plan for your child, you will need to enroll through the School Device Coverage Insurance Electronic Portal and submit payment of \$40 per device.

***All money will be exchanged between the parent and the Insurance Company's Electronic Portal**

The deadline to "Opt In" to this program is September 30th. All devices are covered up to this point and with payment in the district's possession.

Coverage Includes the list of typical associated risks with accidental damage, loss, and theft that we insure against:

- a) Broken glass screen
- b) Charger Port Failure
- c) Theft
- d) Broken LED/LCD displays
- e) Accidental damage
- f) Power surge, caused by lightning
- g) Fire and Flood
- h) Water damage
- i) Loss
- j) Vandalism
- k) Touchscreen Failure

There are **NO Deductibles** with the insurance program, no added fees, or penalties when claims are filed, and **NO LIMIT** On The Amount OF Claims Filed during the coverage period.

To view the full terms and conditions of the policy, please
visit <https://schooldevicecoverage.com/policy>.

All devices that fall under the claim of loss or theft will be turned off remotely from the district's administration level.

Chromebook Technical Support:

The building's Tech Office is the first point of contact for repair of the Chromebooks.

Services include:

- a) Password Identification © User account support
- b) Coordination of warranty repair

- c)Distribution of loaner Chromebooks
- d)Hardware maintenance and repair
- e)Operating System or software configuration support
- f)Restoring Chromebook to factory default
- g)System software updates

Required Acceptable Use Guidelines

Mount Vernon Acceptable Use Policy Mount Vernon Acceptable Use Policy is located on the district web page and within the OneView Parent Portal.

Chromebook Specific FAQ's:

Q. What is a Chromebook?

A. Chromebooks are computing devices designed specifically for people who live and work on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by a typical computer. (Google)

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." (Google)

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Mount Vernon City Schools Technology Dept. will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web. You can create and complete files offline as well, and they will sync to your Google Drive when a connection to the Internet is reestablished.

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with internet filtering software. However, the Chromebooks will be filtered based on the MVCSD internet filtering system and meets the federal requirements of the Children's Internet Protection Act (CIPA).

Q. Battery life?

A. Chromebooks have a rated battery life of 8.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day. Battery life is impacted over time and proper charging/recharging will help extend the battery life of the device.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:
USB storage, mice and keyboards SIM cards SD cards

External monitors and projectors o Headsets, headsets and microphones