# Maria L. Varisco-Rogers Charter School
# Chromebook Handbook
# 2023-2024



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## Chromebook Distribution

Chromebooks will be distributed on designated days announced by Administration in between buildings 243 and 18.

### *Electronic Device Identification*

A student's chromebook will be labeled prior to distribution in the manner specified by the technology department and can be identified in the following ways:

1) Serial number
2) Maria L. Varisco Rogers Charter School District label

## Chromebook Collection

All chromebooks and chargers must be returned at the end of each school year to be serviced and stored safely for the summer. Students who terminate their enrollment at MLVR Charter School for any reason, i.e. transfer, graduate, expulsion, etc. must return their chromebook prior to the date of termination. If a student fails to return the chromebook or charger at the end of the school year or upon termination of enrollment at MLVR Charter School, he/she will be subject to criminal prosecution or civil liability. **The student will also pay the replacement cost of the chromebook ($220) or charger ($30). Failure to return the chromebook will result in a theft report being filed with the Newark Police Department.**

Chromebooks and chargers are the property of MLVR Charter School, students are responsible for returning them in the condition they were received, i.e. no cracks in the screen, in working order, etc. The chromebook is covered by a 2-year supplier warranty as part of the purchase price of the equipment. The supplier warrants the Chromebook from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or replace the Chromebook. The warranty does not cover damage caused by misuse, abuse, accidents or viruses. Please report all Chromebook problems to the homeroom teacher immediately. In the event of theft, fire, or accidental damage, after proper report and investigation is made, the school may provide a replacement chromebook.

## Device tracking

In the event that a chromebook is lost or stolen, the school has the ability of locating it. However, the chromebook can only be located if it is turned on, therefore, success in locating the chromebook is not guaranteed. The GPS locating software will ONLY be used if a chromebook is reported lost or stolen to the appropriate school administration.

## Taking care of your chromebook

### *General Precautions*

1. Insert cords and cables appropriately, do not force when plugging in.
2. Do not pull or "yank" cords when removing.

3. Chromebooks must remain free of any writing, drawing, stickers, or labels other than those placed on the devise by the MLVR Charter School Technology Department.
4. Under no circumstances should a chromebook be left in unsupervised areas. Unsupervised areas include the school grounds, including but not limited to the lunchroom, gym, computer labs, unlocked classrooms, and hallways. Any chromebook left in these areas is in danger of being stolen. If a chromebook is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.
5. Students are responsible for keeping their chromebook's battery charged for each school day.

### *Carrying Chromebooks*

It is recommended that each student carry their chromebook inside a normal school backpack to and from school. Do not over-stuff your backpack. Do not squeeze or put pressure on the chromebook as this may cause screen damage.

### *Screen Care*

The chromebook's screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the chromebook.
2. Do not place anything on the chromebook that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Clean the screen with a soft, dry cloth or anti-static cloth. Do not use cleansers or liquids of any type.
5. Take care not to bump the chromebook against walls, car doors, drop on floors, etc., as it will eventually break the screen.

### *Nonfunctioning or Broken Chromebook*

Chromebooks that malfunction or are damaged must be reported immediately to the homeroom teacher. The homeroom teacher will fill out a Repair Request and/or an Incident Report Form. Device repairs must be handled through the school. Depending upon the nature of the damage, students may be responsible for the actual cost of damages - not to exceed the cost of replacement. **$100 for the screen, $100 for the keyboard, and $30 for charger.**

## Responsible use

The use of MLVR Charter School's technology resources is a privilege, not a right, and is not transferable or extendible by students to people or groups outside of the school. **This section of the handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.**

If a person violates any of the rules in this handbook or as set forth by the school in subsequent handbooks, privileges may be terminated, access to the MLVR Charter School technology resources may be denied, and the appropriate disciplinary action shall be applied in accordance with the student's infractions.

The Internet can bring a wealth of educational material to the classroom, but may also contain material that is inappropriate in an educational setting. The MLVR Charter School filters websites believed to be inappropriate in compliance with the federal Children's Internet Protection Act (CIPA). However, on a

global network it is impossible to control all materials, therefore, MLVR Charter School cannot and does not believe that inappropriate material can be completely filtered. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### *School Responsibilities*

1. Provide Internet access to students and student educational accounts through school issued email.
2. Provide Internet filtering of inappropriate materials while at school.
3. Provide network data storage areas. MLVR Charter School reserves the right to review, monitor, and restrict information stored on or transmitted via MLVR Charter School owned equipment and to investigate inappropriate use of resources.
4. Provide guidance to aid students in use of the chromebook and Internet resources and help assure student compliance of the Acceptable Use Policy.
5. Manage the student chromebooks through Google Device Management policy.

### *Student Responsibilities*

1. Use chromebooks in a responsible and ethical manner as set forth in this handbook and the Technology Acceptable Use Policy.
2. Obey general school rules concerning student behavior and expectations.
3. Be advised, use of any information obtained via the Internet is at your own risk. MLVR Charter School specifically denies any responsibility for the accuracy or quality of information obtained through its services. However, students are responsible for appropriate citing the sources they use in their work.
4. Immediately report any inappropriate digital content your homeroom/classroom teacher.
5. Help the MLVR Charter School protect its users by informing a teacher about any security problems encountered.
6. Monitor all activity on your chromebook/account(s) by not allowing fellow students, family members, etc. to utilize your chromebook/account(s).
7. Students should always secure their chromebook after they are done working to protect their work and their chromebook.

### *Parent/Guardian Responsibilities*

1. Talk to your student about internet safety and the standards that your child should follow on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and music.
2. When at home, monitor your student's use of the internet and chromebook.
3. Frequently check the condition of the chromebook issued to your student for damages.

### *Student Activities Strictly Prohibited*

1. Installing/downloading software/applications or transmission of copyrighted materials
2. Any action that violates existing MLVR Charter School policy or public law
3. Creating, sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
4. Changing of chromebook's settings (exceptions: personal settings such as font size and brightness)
5. Gaining access to other student's accounts, files, and/or data

6. Use of school issued Internet/e-mail accounts for financial or commercial gain or for any illegal or inappropriate activity
7. Use of anonymous and/or false communications
8. Give out personal information over the Internet
9. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
10. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
11. Bypassing Maria L. Varisco Rogers Charter School web filter

### *Legal Propriety*

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law does not allow immunity. If you are unsure, ask a teacher or parent.
2. Plagiarism is a violation of student handbook and classroom policies. Give credit to all sources used, whether quoted or summarized, including all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to state or federal law resulting in criminal prosecution or disciplinary action by MLVR Charter School.

## DISCIPLINE

All chromebooks will be used in a responsible, efficient, and ethical manner. Violations may lead to disciplinary action or loss of chromebook use privileges or both.

Violations may include but are not limited to:

1. Communicating by using email, or other electronic means during class time when use is not related to class
2. Game playing on the chromebook during class time when use is not related to class
3. Knowingly accessing non-educational websites during class time when use is not related to class
4. Use of someone else's account
5. Moving, deleting, or changing files/folders not on your own chromebook
6. Bypassing the MLVR Charter School's filter
7. Viewing unauthorized materials, images, and or websites
8. Installing software
9. Showing, depicting, suggesting or implying illegal activity, drug use, or gambling.
10. Showing or encouraging violence against a living being or physical property.
11. Showing adult-oriented material, including nude images, or images that show or suggest sexual acts
12. Storage of inappropriate materials on the chromebook is prohibited

### *Consequences for violations:*

The consequences listed below are examples of possible consequences. Teachers and administrators will determine the appropriate consequences based on the severity of the infraction and the student's history of infractions. Possible consequences may include but are not limited to the following:

1) Loss of chromebook privileges
    a) Restriction to school day use only (no take home privilege)
    b) Restriction to the use of a school desktop, or chromebook computer
    c) Restriction to use only in classroom under direct teacher supervision
    d) Technology use prohibited

2) Administration will establish Progressive Discipline Policy

## Using your chromebook at school

Chromebooks provided by the school are intended for use at school each day. In addition to regular teacher expectations, the chromebooks can be used for school messages, announcements, calendars, and schedules. Students are responsible for bringing their chromebook to all classes, unless specifically instructed not to do so by their teacher. If a chromebook is left or forgotten at home, students are required to complete all course work on time as if they had their chromebook present.

### *Charging Your Chromebook's Battery*

Chromebooks must be brought to school each day with a fully charged battery. Students need to charge their chromebook each evening and should bring their chargers/adaptors to school in case of needed charging due to a high use day. Students who repeatedly fail to bring their chromebook properly charged to school will be required to leave their chromebook at school and check it in/out from the homeroom teacher at the beginning and end of each day.

### *Photos*

Photos that include, but are not limited to, presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions. Passwords protecting a screensaver/background photo are not to be used.

### *Sound, Music, Games, or Programs*

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. All software, applications, games, music, videos, etc. must be school approved/provided. Personal ear buds are mandatory.

### *Home Internet Access*

Students are allowed to set up wireless networks on their chromebook. The parent should also call up their home internet provider to filter access of the internet while using home WiFi

## Managing your files & saving your work

### *Saving to the Chromebook*

Students may save work on their chromebook, but saving to Google Drive is preferred. Each chromebook has 2GB of space for the saving of documents that is available on the chromebook, BUT it will NOT be backed up in case of reimaging. Google Drive has 15GB of free space for your work. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing work.

### *Network Connectivity*

MLVR Charter School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, MLVR Charter School will not be responsible for lost or missing data.

### *Inspection*

Students may be selected at random to provide their chromebook for inspection. Chromebooks are the property of the MLVR Charter School. Any staff member may confiscate any chromebook at any time for safety and security purposes.

### *Remote Learning*

Students will be given a Chromebook to use at home while on Remote Learning module. The students are to treat the Chromebook as educational property and are responsible for any damage that may be caused to them.

**Chromebook Liability and Responsibility Form**
CHROMEBOOK CHECKOUT FORM

Student Name: _____Homeroom:_____
Device Type: Google Chromebook

This computer agreement is to signify that the above named student and parent/guardian is fully responsible for maintaining this device. Prior to student checkout, this form must be signed and initialed by both the student and the student's parent or guardian and returned to the school. It is agreed that the Maria L. Varisco Rogers Charter School is not responsible for any loss or damage done to the device while in possession of the student. If loss or damage occurs, the student and parent/guardian are responsible for the repair or replacement of the device (See prices below).

1) I understand that my child will be receiving a Chromebook for academic use both at school and at home.

2) I agree with the Maria L. Varisco Rogers Charter School Mobile 1:1 Chromebook Student Handbook.

3) It is understood that unpaid fines for computer misuse may result in the school putting a hold on student records. Continued misuse of a chromebook may result in a loss of this privilege and potential discipline according to the guidelines in the Student Handbook and the Maria L. Varisco Rogers Charter School Chromebook Student Handbook. Failure to return the chromebook at the end of the school year will result in a police report being filed for stolen property belonging to the Maria L. Varisco Rogers Charter School.

I understand and agree to these chromebook use guidelines.

_____ Date_____
Parent/Guardian Signature

Cost for Repairs:

Screen - $60.00 Charger - $40.00 System Board - $150.00

Replacement Chromebook - $286.00