Milan Area Schools
Chromebook Policy Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at Milan Area Schools by students, staff, or guests including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

Why Chromebooks:
Milan Area Schools (MAS) has chosen to use a Google Chromebook for our 1:1 programs. This decision was based on three factors: ease of use, ease of management, and affordability. The Chromebook is an intuitive device that functions in much the same way as a web browser. Because students are already accustomed to using a web browser, the Chromebook can be used immediately with limited instruction. The Chromebook also provides a built-in remote management console used to control the device without having to physically touch the device. This allows IT staff to troubleshoot and resolve issues remotely as well as rollout software used for standardized testing and other classroom needs. Finally, the Chromebook provides an affordable alternative that meets the curricular needs of all students.

Receiving Your Chromebook:
Chromebooks will be distributed at the beginning of the fall semester. ***Students & Parents must complete and sign the Chromebook Policy Insurance Form/Waiver and the Chromebook Rental Agreement before the Chromebook can be issued to their child. Students must also sign off that they have read and agreed to the Technology Acceptable Use & Internet Safety Agreement. Both of these agreements need to be completed via our Online Registration System.***

Insurance:
Milan Area Schools offers Chromebook insurance. The annual fee will be $40 per device and must be paid for before the 1st day of school. Parents who decline insurance must sign an insurance waiver stating that they agree to pay up to full replacement cost for any damages. More information on the Insurance Plan can be located on page 5.

Return:
Student Chromebooks and accessories (charger and case) will be collected at the end of each school year for maintenance over summer vacation. Every effort will be made to return the Chromebook originally issued to students at the beginning of each school year.

When asked to do so, students must surrender/return the Chromebook and accessories to MAS. Any student who transfers out of MAS will be required to return their Chromebook and accessories before leaving school. If Chromebook and accessories are not returned, the parent/guardian will be held responsible for the full replacement cost of the device. If payment is not received within 60 days the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the media center.

General Precautions (that could lead to misuse or abuse of the Chromebook):

- No food or drink is allowed next to your Chromebook while it is in use. Damage due to spilled substances will not be covered by insurance and students will be responsible for full repair cost.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Students are responsible for damage to the charger port or connector pin resulting from mishandling.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- 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 laptop.
- NEVER pick up the Chromebook by the screen as this may break the screen.
- DO NOT LEAVE CHROMEBOOK IN VEHICLE.
- Always bring your laptop to room temperature prior to turning it on.
- Always keep the Chromebook in its school issued protective case. **No exceptions!!** Excessive scratches and scuffs to the Chromebook exterior will result in repair fees assessed to the student.

Carrying the Chromebook:

The Chromebook should be carried in the school provided case at all times. **No exceptions.**
The school provided case will provide basic protection from everyday use, but will not prevent damage from abusive handling. Carrying the Chromebook in a backpack or bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. Again, the school provided protective case must remain on the Chromebook at all times. **No Exceptions.**

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 any alcohol or ammonia based cleaners on the Chromebook.

Using Your Chromebook

At School: The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook 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, unless specifically advised not to do so by their teacher. The school issued Chromebook is a privilege and made available to you as a tool for learning. It is also the required device for testing on.

At Home: All students 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.

Applications

- Students are not allowed to uninstall or modify any deployed application or the operating system in any way. Installation of apps by students is permitted, but with the expectation that these are primarily for educational purposes rather than entertainment and/or amusement. The district reserves the right to remove or disable any student-installed apps if they are judged to be inappropriate or interfere with the learning process.
- File-sharing, including downloading music, or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the Chromebook must be legally owned by the student user.

Printing

- **At School:** Printing functionality will not be available at school. Students will submit all assignments electronically via the Learning Management System (i.e. Schoology) or Google Drive.
- **At Home:** The Chromebook will not support a physical printer connection. Instead, users, if they choose, may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. http://www.google.com/cloudprint/learn/ Setting up printing at home is not supported by Milan Area Schools.

Managing Your Files and Saving Your Work:

Students will create and save documents in Google Drive. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. From **Drive**, students can also access **Google** Docs, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online. You can learn more about Google Drive at this address: http://goo.gl/7uM7SX

Documents created in Google Drive are automatically stored online and on the Chromebook itself, making the document available when Internet access is not available.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Milan Area Schools. Spot checks for compliance will be done by administration or MAS Technicians at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and follow the Milan Area Schools Acceptable Use Policy.

Protecting & Storing Your Chromebook:

Chromebook Identification:

- Milan Area Schools asset tag
- MAS Media Center name and barcode label

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:
When students are not monitoring their Chromebook, they should be stored in their lockers *with the lock securely fastened.* Nothing should be placed on top of the Chromebook, when stored in the locker. Students 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.

Protecting & Storing Your Chromebook (continued):

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 not supervision.

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

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be provided to students when they leave their Chromebook for repair at the respective drop off locations (Media Center).
- 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.
- Parents will be charged for Chromebook damage that is a result of **misuse** or **abusive** handling. Parents will be billed for the cost of original equipment manufacturer (OEM) parts.

Internet Rules and Expectations

- Milan Area School's Acceptable Internet Use Agreement must be followed at all times.
- Any inappropriate web or email activity can result in loss of the Chromebook privilege. The use of proxy servers is strictly forbidden and is a violation of the district's network policy.
- If you unintentionally link to an inappropriate website, report it to your teacher immediately so that district officials can remove access to the site.
- All activity conducted on Milan Area Schools devices is monitored and can be tracked/traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.

Parent Information

- The Chromebook is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by the student.
- Parents should monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
- Use of Internet resources - including online curriculum content purchased by the district - will be an integral part of the learning activities in your child's classes. If you have reservations or objections about your child having access to the Internet while at school, please contact your school administration to discuss the matter.

Consequences of Chromebook Misuse

- School discipline code for minor infractions
- Loss of privileges or increased daytime controls
- Loss of computer for period of time
- Suspension/expulsion - serious or repeated offense

Milan Area Schools Chromebook Device Insurance

Milan Area Schools (MAS) offers the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child. MAS will be the sole provider of this insurance.

This insurance policy does not cover for loss of the Chromebook or its accessories, cosmetic damage, or damages caused by misuse and abuse. **Parents/Students will be charged for full repair or replacement cost of a device that has been damaged due to misuse or abuse.** The repaired or replaced device will not be returned to the student until restitution has been made (paid in full or the establishment of a payment plan).

Under this insurance policy, MAS will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental.

MAS will require that a police report be submitted to the building principal's office in cases of theft or fire. Fraudulent reporting of theft will be turned over to the police for prosecution.

The insurance cost is $40.00 annually for each Chromebook. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be $0, the second claim deductible will be a maximum of $75 and the third deductible will be a maximum of $100 within the current school year. If a student withdraws from Milan Area Schools and then re-enrolls later in the same school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
$40 per device	$0	$75	$100

Please indicate your insurance preference:

⭕ I would like to take advantage of the $40 insurance policy for my child's Chromebook for this school year.

⭕ I waive my insurance rights and will incur all costs to repair or replace my child's Chromebook in the event it is accidentally damaged. If Insurance is waived, specific item repair costs will be billed at current original equipment manufacturer prices. The most commonly repaired/replaced components are listed below.

LCD Screen $50	**Keyboard/Palmrest $50** **Repl keys $15/key IF rubber bumper is intact,**	**AC Adapter $20**	**Battery $30**
LCD Top Casing $25	**Bottom Casing $25**	**Protective Cover (top or bottom) $25**	**Total Device Cost $300**

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Student Number: _____ Student Grade: _____

This insurance Form/Waiver must be signed by all parties before a Chromebook will be distributed to any student

MILAN AREA SCHOOLS
CHROMEBOOK RENTAL AGREEMENT

TERMS:

- You will comply at all times with the Milan Area Schools Chromebook Policy Handbook and its guidelines as well as the Milan Area Schools Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.

TITLE:

- Legal title to the Chromebook belongs to Milan Area Schools and it shall remain with Milan Area Schools. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.

LOSS OR DAMAGE:

- If the property is accidentally damaged or incurs loss due to an act of nature, Milan Area Schools will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to Milan Area Schools by the next school day after the occurrence. A copy of the report needs to go to Milan Area Schools. Fraudulent reporting of theft will be turned over to the police for prosecution.

REPOSSESSION:

- Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.

TERM OF AGREEMENT:

- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by Milan Area Schools or upon student withdrawal from Milan Area Schools.

APPROPRIATION:

- Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- **I will not remove the school provided protective case from the Chromebook at any time.**
- I will use my Chromebook in ways that are appropriate for education.
- **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook or case.**
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Milan Area Schools.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by misuse or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Student Number: _____ Grade Level: _____ Date: _____

Student Name (Please Print): _____ Signature: _____

Parent Name (Please Print): _____ Signature: _____