

Mohawk Local School District : Technology Handbook

The following guidelines refer to the use of an individual student Chromebook. Students are also required to follow all the guidelines outlined in Mohawk Local School's current "Technology Acceptable Use Policy" and Student Handbook.

Chromebook Program

1. Each student will receive a case, charger and a Chromebook, formatted by Mohawk Local Schools.
2. Distribution
 - a. The 1st device is distributed in 3rd grade and returned at the end of 7th grade
 - b. The 2nd device is distributed in 8th Grade, the assigned device will follow the student throughout the student's career at Mohawk Local Schools.
3. Chromebooks will be distributed at the beginning of the school year and will be collected at the end of the school year.
 - a. Over the summer devices will be power washed, inventoried and repaired if necessary. Repair fees will be assessed to the assigned student
4. The only devices permitted will be the ones issued by Mohawk Local Schools.
5. Grades K - 2
 - a. Students in Grades Kindergarten through Second Grade will have their assigned Chromebook stored within their classroom's Chromebook cart(s). These devices will follow the same guidelines as our 1 to 1 program.
 - b. Carted devices will not be permitted to leave the classroom/building unless prior permission from the IT Department.
 - c. Damages that result in repair will have fees assessed to the assigned student.
6. Chromebooks function as a textbook in the classroom and classwork is submitted electronically.
7. Tech Fees
 - a. All students are charged a yearly \$25 tech fee.

A parent/guardian may choose not to have their child participate in the Chromebook program by sending written notification to the Building Principal.

- *In this event, students will be issued a Chromebook but will not be able to take the device home.*
- *Students who do not participate in the Chromebook program will pick up and return their device to an area designated by the Building Principal daily.*

Care and Maintenance

- Do not attempt to repair your Chromebook. If your device fails to work or is damaged, report the problem to your teacher as soon as possible. You may be issued a temporary device or other materials until it is working properly or replaced.
- Never leave your Chromebook unattended. Always keep the device in a secure, locked place. If your Chromebook is found on school property, it will be turned into the main Office.
- Do not let your Chromebook get too hot or too cold or let it sit in direct sunlight. An automobile is not a good place to store the device.
- Keep all liquids away from your Chromebook. Do not use any household cleaners or abrasives to clean the Chromebook. Use of unapproved cleaners may result in damaging the device.
- Each Chromebook has a unique identification number that should not be removed from the device or marked in any way. If the asset tag is removed, charges for replacement tag will be assessed.
- Do not lend your Chromebook to another person. Each device is assigned to an individual student and the responsibility for the care of the device solely rests with that student.
- You must be careful when handling the Chromebook. Never throw a book bag that contains a Chromebook. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
- The Chromebook is designed for daily use; therefore, each device must be charged and ready for use each school day. Chromebooks should be charged at home if applicable.
- Stickers, writing, painting or any other forms of decoration on your Chromebook are not permitted and will incur charges for removal
- The Chromebook is filtered for inappropriate access and content when it is used at the school on the school's Internet. We utilize a cloud-based content filter that will provide filtering for inappropriate material off-site.
- The Chromebook **must** remain in the protective case at all times. The case is to help mitigate the need for repairs.

Cost of Chromebooks and Accessories

- The replacement cost of a Chromebook is up to \$250.
- The District does not have insurance for the Chromebooks that protects against loss, theft, or accidental/willful damage. In the event of theft, loss or damage due to intentional or unintentional abuse or misuse, the parent/guardian may be responsible for covering the repair/replacement cost of the Chromebook.
- Optional “insurance” Mohawk Local Schools has partnered with K-12 Tech Repair to offer a low cost option for families. Families will enroll in this plan in the fall and will be covered for the entirety of the school year.
 - Cost \$29
 - Does not cover chargers, cosmetic damage, intentional abuse or damages due to a catastrophic event.
 - Repairs are reported to the IT Department and then completed by K-12 Tech
- Students may not modify the settings of the District issued Chromebook or delete District issued software applications (apps). You may be disciplined and/or charged the cost for reformatting.
- Common Charges
 - Screen \$30
 - Charger - \$18
 - Other repairs are completed at cost

Chromebook repairs are done at cost of the part. The district does not recoup any labor involved with the repairs.

Damaged, Lost, or Stolen Chromebooks

- If a District issued Chromebook is damaged, lost, or stolen the student and parent/guardian should immediately notify the school office. A police report may also be filed.
- If a Chromebook is accidentally/willfully damaged, lost, or stolen the parent/guardian will be assessed a fee up to \$250 to repair/replace each Chromebook issued. Multiple offenses may result in a permanent dismissal from our Chromebook program.
- Any costs associated with repair/replacement will be added to the student’s fees.
- If a police report is filed for a lost or stolen Chromebook, Mohawk Local Schools will work with local authorities.
- Students who leave Mohawk Local Schools during the school year must return the Chromebook, along with any issued accessories, when they withdraw from the district. The device and all accessories should be returned to the school’s main office. Failure to return a Chromebook in a timely fashion may result in legal action and/or a \$250 fee.

Student Use

- The Chromebook is the property of Mohawk Local Schools and may be collected and reviewed at any time. Students have NO expectation of privacy of materials found on school issued devices or school supplied/supported email service.
- Students must ask permission before taking photos or recording any individuals or groups. Students must obtain school permission to publish a photograph or video of any school related activity.
- In Grades 3-12, Students are responsible for bringing their fully charged Chromebook to school every day unless otherwise directed by a staff member. Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the Chromebook, the students may be subject to disciplinary action.
- Personalized screensavers or backgrounds are not permitted. Inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.
- Games, music, videos, and sound use, while at school are not allowed.
- The District issued Chromebook is designed as a tool for learning; misuses of the device may result in disciplinary action.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- In Grades 3-12, Mohawk Local Schools encourages students to take their Chromebook home at night for class work and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.
- Mohawk Local Schools makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.
- The Chromebook is filtered for inappropriate access and content when it is used at the school and at home.
- Students will be required to maintain a password on their Chromebook. Students may NEVER share, distribute, or otherwise allow other students access to their password.
- Students are responsible for the appropriateness of all files, data, and internet history on their device. Although these devices will be logged and filtered on and off-campus it is still the responsibility of the student to use good judgment when accessing or transmitting data.

Loaner Devices

- Eligibility and Limits:
 - Grades 3–6: Students may borrow up to 4 loaner devices, before consequences are enforced.
 - Grades 7–12: Students may borrow up to 3 loaner devices, before consequences are enforced.
- Loan Period and Use:
 - Devices are loaned for use during school hours and must be returned by the end of each school day unless otherwise approved by school staff.
 - Loaners include chromebooks and chargers
 - Device repair loaners do not count against students.
- Responsibilities of Students:
 - Handle devices with care to avoid damage or loss.
 - Keep devices secure and do not leave them unattended in public areas.
 - Report any damage, malfunction, or loss immediately to school staff.
 - Use devices in accordance with the school's Acceptable Use Policy and internet safety guidelines.
- Consequences for Exceeding Device Limits:
 - Students in Grades 3–4 who exceed the device borrowing limit will be assigned a lunch detention.
 - Students in Grades 5–12 who exceed the limit will receive detention.
 - Limit restarts after student serves their detention and/or a new semester
 - *Repeated violations may result in further disciplinary action and possible suspension of borrowing privileges.*
- Return and Inspection:
 - All loaner devices must be returned in the condition they were issued.
 - Devices will be inspected upon return for damage or missing components.
 - Students or guardians may be held financially responsible for repair or replacement costs due to negligence or loss.
- Appeals and Exceptions:
 - Students or parents/guardians who believe there are extenuating circumstances may request a review by school administration.
 - Exceptions to this policy may be granted on a case-by-case basis at the discretion of the school.