

# Mill Creek Community School Corporation

## “The” Cascade High School

### 1:1 Chromebook Policies and Procedures

2017-2018

MCCSC AUP for district wide technology usage: <http://goo.gl/OBBrQj>

#### **Vision**

The vision of the MCCSC 1:1 Digital learning initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages, and challenges students to learn 21<sup>st</sup> century skills.

#### **Chromebook Information**

Each student will be receiving his or her own personal computing device (Lenovo 11e Chromebook) for next school year.

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. The following statements represent the students’ agreement about the responsible use of technology

#### **I Will :**

- Bring my Chromebook to school fully charged each day
- Keep private information private. (password and identity are not to shared with anyone other than parents/guardians
- Treat others with respect both online and offline.
- Be a responsible digital citizen
- Use computers/Chromebooks for school-related purposes during school hours
- Credit my sources when I am using other people’s information, images, or other material
- Respect the work of other students and not copy, alter or damage work that is not mine
- Follow MCCSC and “The” Cascade High School policies, rules, and regulations

**I Will Not:**

- Place food or drink next to any computer/Chromebook
- Use cords, cables and removable storage devices with care so as not to damage the computer/Chromebooks
- Chromebooks should not be stored at home near pets, liquids and protected from poor weather conditions
- Place stickers, labels or any drawings on the Chromebooks
- Place heavy objects on top of the Chromebooks
- Trade or swap my Chromebook with another student
- Read another student's private communications and schoolwork without permission.
- Use improper language or pictures
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Take pictures and/or record audio/video without the consent of that student or staff member
- Search for, possess, read, view, or copy inappropriate pictures or information
- Damage, change, or tamper with the hardware or network in any way
- Keep the Chromebook secured or attended to at all times

**Distribution:**

Chromebooks will be distributed to grades 9-12 during the first semester of the 2015-2016 school year.

**Collection:**

Chromebooks will be collected at the end of the 2015-16 school year.

**New/Transfer/Withdrawal Policies:**

When students move in or leave, buildings have policies for collecting assets (books and other school owned materials). Chromebooks should be addressed in the same manner. If a student is leaving, "The" CHS Guidance Department shall contact the program director. The program director will address collecting the device before withdrawal is complete. Likewise, the CHS Guidance Department shall contact program director upon notice of a new student, and a device will be prepared.

**Transporting Laptops:**

- Each student will be issued a protective sleeve that should be used at all times.
- Always transport laptops with care and inside the issued sleeve.
- Do not place textbooks on the device.
- Do not over stuff the computer in a book bag; extreme pressure on the Chromebook can cause permanent damage to the screen and other components.
- Never open the laptop by pushing on the screen
- Never pick up the Chromebook with the screen open

- Chromebooks may not be used in the cafeteria while eating at lunch tables. Designated Chromebook/Study areas will be established in the café' area.

### **Screen Care:**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, other liquids, etc. The screens are particularly sensitive to damage from excessive pressure. Do not put pressure on the top of a laptop when it is closed.

- Do not store a laptop with the screen open (lid up).
- Do not place anything on the outside that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
- Only clean the screen with soft, dry microfiber cloth or anti-static cloth.

### **Asset Codes:**

- All Chromebooks and bags will be labeled with an MCCSC sticker.
- These stickers may **NOT** be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a laptop for tampering an MCCSC asset sticker or turning in a computer and/or bag without an MCCSC asset sticker.

### **Repairing Chromebooks:**

- Do not attempt to remove or change the physical structure of the Chromebook, including the keys, screen, casing, etc. Doing so will void the warranty on normal wear & tear and families will be responsible for the cost of repair or replacement.
- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebooks for repair.
- A student borrowing a loaner Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Students having their school-issued Chromebook repaired will be allowed to take their loaner Chromebook home.
- A member of Technology Staff will contact the student when their laptop is repaired and available to be picked-up.

### **Backgrounds:**

- Students will have the ability to change their background image.
- Inappropriate media may not be used as laptop backgrounds. The presence of such media will result in disciplinary action.

### Sound:

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphone/ear buds may be used only at the discretion of the teacher.

### Printing:

- Students are encouraged to digitally publish and share their work with teachers and peers when appropriate.
- Students will be able to print to the Media Center or building computer labs from desk top computers if needed. No printing options will be available from the Chromebook.
- Students are not able to print on their home printer from their Chromebook.

### Logging onto a Chromebook:

- Students will only be able to login to their Chromebook using their school issued username and password.
- Students should never share their account passwords with others, unless requested by an administrator.

### Managing & Saving Work:

- Chromebooks utilize cloud-based storage through Google Drive. Students will be educated on how to manage their Drive for document storage and management.
- Staff and students can utilize an “offline” mode with their Chromebook. This gives users the ability to open and start a document while on the network and continue to edit the document once the connection is deactivated.
- ***Students are encouraged to use USB devices as backup for their Google Drive. At this time, there is no backup available if a document is lost while working on the cloud.***

### Using your Chromebook Outside of the Classroom at School:

- The cafeteria will be open BEFORE school to use Chromebooks for academic work. As stated earlier, Chromebooks should not be used at tables with food and or drinks. Designated Chromebook/Study areas in the café area will be established.
- Seniors will be able to use Chromebooks for academic work in the Jon Mitchell Senior Academy Lounge before school.

### Lids up & down signs :

Each teacher will post a sign with one side green and the other side red. This sign will be displayed in the classroom where all students will see it.

- Green Sign = Chromebooks can be used
- Red Sign = Chromebooks can NOT be used

## **Privacy:**

There is no expectation of privacy. Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related purposes or not, other than as specifically provided by law. MCCSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student Chromebook at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may use monitoring software that allows them to view the screens and activity on student laptops.

## **Appropriate Uses and Digital Citizenship:**

School-issued Chromebooks should be used for educational purposes, and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. We encourage you to study the International Society for Technology in Education Standards at:

<https://www.iste.org/standards>

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Source: Forest Park High School

## **Expectations - Inappropriate Use - Consequences:**

The following section outlines expectations pertaining to usage on a daily basis. This includes discipline and consequences for failure to meet those expectations. Consequences may escalate to higher punishment depending on the severity of the infraction.

### **Restrictions & Limitations:**

- There will be content filtering and this will apply outside of school as well. For example, if you cannot access Facebook at school, then you will not be able to access it at home.
- MCCSC and 5 Star Technologies personnel will have a program to be able to monitor every device.

### **Charging:**

- Students are expected to arrive at school each day with their battery fully charged
- Chromebooks may not make it through the day without needing to be charged again
- Classrooms will be equipped with extra chargers (2 per room) to be used during the period.
- Students should NOT bring their chargers from home, as this will increase the likelihood of losing equipment

### **Possession of Chromebook:**

- Students are expected to come to school prepared with their device every day
- Students who do not meet that expectation may be offered a “loaner” computer for the day, based on availability.

### **Possession of Computer Sleeve:**

- Students are expected to transport their device inside the sleeve throughout the day
- Chromebooks are never to be transported or used outside of the case

### **Inappropriate Content:**

- Inappropriate content on the student computer will be handled on a case-by-case basis. Based on the severity of the content, the consequences may change and/or be escalated.

### **Identification Tags:**

- Identification tag and/or sticker(s) have been removed from a piece of equipment that is not normal wear-&-tear.

### **Security:**

- Illegal use of a proxy and/or a breach of security:

### **Defamation of Device:**

- This includes writing, drawing, adding stickers, etc. on the computer and/or computer bag. The damage costs will be paid by the student as this is viewed as vandalism of school property:

### **Swapping/Sharing/Leaving the Chromebook:**

- Please note that all activities are monitored at all times by the school technology staff. It will be vital for your students to use the “locking” option on their Chromebook any time they are away from the device. This could include needing to leave to go to the bathroom, locker, office, etc. Students should get in the habit of locking their Chromebook in these instances. Failure to do so could result in another student accessing the device. Students will be subject to MCCSC building discipline policies for inappropriate content that is found or searched on a device.

### **Mishandling/Not taking care of the Chromebook:**

- Students will be briefed on and expected to follow procedures that relate to proper handling of the Chromebook. This will include, but not be limited to; proper opening of the device, carrying the device while in the classroom and hallways, closing the device properly, using the device on a level surface, etc.

Off Task:

- Student is using the Chromebook and is off task and or using the device for non-academic purpose

Consequences

- Failure to abide by the Acceptable Use Policy and Expectations may result in the following
  - Conference with student
  - Conference with student and parents
  - School disciplinary action ranging from After School Detention (ASD) to In School Suspension (ISS) to Friday School to Out of School Suspension (OSS) pending an Expulsion Investigation.
- Each instance of failure to comply will be reviewed and handled on an individual basis.

Contact:

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## MCCSC EXTRACURRICULAR TECHNOLOGY POLICY

Students who participate in extracurricular activities, including; sports, academic teams, choir/band competitions, etc. may want to take their device with them to competitions. However, MCCSC is establishing a policy whereby participants will NOT be able to possess their device while attending any extracurricular event, both home and away. The language is established below:

### I. Computer Usage:

#### A. Corporation Policy

All student athletes and extracurricular participants must refrain from bringing their computer to any practice, competition or athletic event. Computers should be locked up in a locker or stored safely at home. No computer is to be left in the bleachers, a car, a bus, the sidelines of a competition or practice, or in a locker room not locked up in a locker. If a coach grants permission to work on homework at a practice, home or away athletic event, student athletes need to make a conscious effort to prepare to complete their assignments without the use of their computer.

B. Exception:

A coach has the discretion to request/require a student athlete bring their computer to an athletic event for the purpose of instruction. (Example: film use) If this occurs, the coach will make arrangements for the student athlete to safely store their computer in a locked secure area.

An extracurricular participant who does not follow A and B will maintain full responsibility for a lost, stolen or damaged computer