CHROMEBOOK PROGRAM HANDBOOK 2022/23
Mohawk Trail Regional School

Program Overview

The vision and goal of the Chromebook program at Mohawk is to engage students with technology that will support their educational experience, encourage and foster critical thinking, problem solving, communication and collaboration with peers while connecting them with the tools of the 21st century. The Chromebook program will provide access for students in grades 7-12 to individually assigned Chromebook computers.

Parents/Guardians are responsible for a protection plan fee to cover any accidental damage or if opting out of that, will be responsible for any repair costs associated with damage to the Chromebook, as well as damage/loss of accessories such as the power charger and carrying case. If you should have any questions regarding any of the materials presented, please contact a school administrator.

Table of Contents

Home Use & Classroom Routines

General Use Guidelines
- While on school property, your device should be kept with you at all times or stored safely in your locker.
- Your device should be in its carrying case when you are not using it and when you are moving from place to place.
- Keep items off of the device. Avoid placing any object on the top of the device that may cause damage to the display.
- Avoid using liquids or foods near the device.
- The power charger should be left at home. The expectation is students will come to school with a fully charged device each day.
- If a device is not fully charged, the student can check out a Chromebook from the library or use the charging stations in the library, front office, cafeteria, or guidance office.
- If a student forgets his/her Chromebook, he/she can check one out from the library for the day. Be aware that supplies of loaner Chromebooks are limited. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- Do not write on or mark up the device or case. Stickers are acceptable and encouraged on the device to help distinguish the Chromebooks.
- All Chromebooks will be labeled with an asset tag. The asset tag indicates the Chromebook is the property of the Mohawk Trail Regional School District and provides information that allows us to determine the name of the student to which the specific Chromebook has been assigned.
- Asset tags may not be modified or tampered with in any way. Stickers should not be placed over the asset tag.
- The device should be used for educational purposes only.
- The student's Google account will be monitored during and after school hours. ● As the device is school-issued, the Acceptable Use expectations apply to use of the device while at home.

Classroom Guidelines
- It is at the <u>teacher's discretion if he/she wants the student to use the device during that class period</u>.
- Keep the device flat on the center of the desk.
- Close the device lid (if applicable) before you stand up.

- Never leave the device unlocked--if you leave class (ex. bathroom break), lock the device.

Care of the Device While at Home
- _Charge the device every night._
- Log out of the device when not in use.
- Keep the device on a desk or table. Never place the device on the floor.
- Protect the device from:
    - Extreme heat or cold conditions
    - Food and liquids
    - Small children
    - Pets
    - Smoking environments
    - Other potential hazards.

Traveling to/from School
- Use the carrying case provided.
- Devices that are lost or stolen while on school property should be reported to a teacher or administrator immediately.
- Devices stolen while off school grounds should be reported to the police. A copy of the report should be provided to the school administration as soon as possible.

Athletics/Extra Curricular Activities
Under no circumstances should devices be left on the practice/game field before, during, or after practice or games. Students are responsible for damage or theft if their device is left unsecured. Students should exercise extreme caution when taking the device to games or other events.

Headphones
The district strongly encourages students bring in their own headphones for hygienic reasons. Sharing of headphones is highly discouraged to help prevent the spread of germs.

GoGuardian
The school uses a software program for monitoring student activity while using their Chromebooks and Google accounts called GoGuardian. GoGuardian allows classroom management where student accounts can be viewed by the teacher to encourage on-task behavior, group sharing of computer screens, and specific websites to be pushed out to students.

Web filter

All Chromebooks will be pre-installed with a Web Filter. The Web Filter will block most inappropriate websites, images and videos from being viewed while using the Chromebook.

Opt Out

A parent/guardian may choose to decline bringing the Chromebook home. To opt out, indicate this preference on the form at the end of this packet. The school will work with the student to determine a designated place where the Chromebook will be stored and charged.

Device Protection Plan

Parents/Guardians are offered the option to pay a non-refundable fee to cover any accidental first and second occasion damage to their child's Chromebook device. The plan does not cover any damage deemed by Administration to be intentional, negligent, or malicious. Protection plan fees are due in full before receiving the device. Additionally, the plan does NOT cover any damage or loss of school-provided accessories such as cases or chargers.

<u>Optional Plan Amount: $30.00 per device per year*</u>

*Exceptions:
- Students who qualify for free or reduced lunch may have a reduced fee of $10.00 per year.
- Students receiving a device halfway through a school year may have a reduced fee.

Cost for damages may be as follows:

	Accidental	**Not Accidental***
First Occasion	No cost; this is covered by the Protection Plan	Full repair or replacement** of device determined by the extent of damage.
Second and all future occasions	Full repair or replacement** of device determined by the extent of damage.	Full repair or replacement** of device determined by the extent of damage.

*Not Accidental includes, but not limited to: intentional, reckless negligent, malicious, or vandalistic damage, loss or theft.

**Full replacement cost of the device is determined by the type of device and the cost to the district to purchase its replacement. Average cost (as example only): $340.

Estimated Cost of Repairs:
Broken plug area: $100

Hinges: $50
Keyboard replacement: $75
Screen replacement: $175

Replacement of lost accessories/peripherals:
The protection plan fee does NOT cover the loss of accessories or peripherals. Accessories and peripherals include: charger, case, shoulder strap, etc. Fees to replace an accessory or peripheral are dependent on the make/model of the specific item. Average costs (as example only): charger: $40, carrying case: $15.

At the end of the school year students must return their Chromebook, charger, and carrying case. The student (and family) are responsible for the replacement cost of items that are not returned or are damaged.

Payment for the Protection Plan can be made by a check made out to Mohawk Trail Regional School or via the online payment option, available from our website, www.mohawkschools.org. Click on *Parents*, scroll down and click the *Online Payment/Donations- Mohawk*. From the UNIPAY Welcome page, click the plus sign next to *MOHAWK-HS/MS* and click on *Chromebook Protection Plan*, and fill out the required information. Please note there is a processing fee, which is explained on the Welcome page.

It is the responsibility of the parents/guardians to pay for any accidental or negligent damage or loss.

Damage or Theft
All physical damage to the device must be reported immediately to a school official. The Technology Department will arrange a loaner as needed for the length of the repair. **The parent/student is responsible for all damages to the district-issued device and may be subject to a cost of repair or replacement not exceeding $340 depending on the type of device and extent of the damage. Any damage must be reported ASAP. Failure to report damage, even if the damage was accidental, may be considered negligence.**

When your device needs repair

Bring your device to the library. A repair form will be completed indicating the nature of the problem. This form will notify the Technology Department and they will send a technician to investigate the problem and determine the next steps for repair.

While a student has his/her device in for repair, there are available loaner devices for check out in the library. If the device was intentionally damaged, the Technology Department reserves the right to not permit a loan of a new device but can issue an older device for use. The loaner device assumes all aspects and policies of the student's originally issued device.

Troubleshooting

Students are encouraged to ask two other students for help when having difficulties with their Chromebooks. If the issue is still not resolved, students should then report any problems to the classroom teacher, Librarian, or Technology Department as soon as possible. **Under no circumstance shall the district-owned device be taken to a third party for repair or troubleshooting.** Failure to abide by this policy, regardless of the resolution, may be considered vandalism and/or negligence.

Offline use

Offline files is enabled by default. Once the student has accessed the Google Doc, Google Sheet, or Google Slide from school, the document will sync locally with the Chromebook and will be available for editing while disconnected from the internet. Once the student returns to school or an internet connection, the document will re-sync with Google's servers and will update the online version.

Liability

The device is issued to the student who, with his/her parents or legal guardians, are the only authorized users of that device. Although each student accepts responsibility for the care and use of the device, the device remains the sole property of the district. In the event of damage to the device caused by vandalism, negligence, accidental, or otherwise, the student and parent/guardian may be responsible for the cost of repairs or replacement. Any damage must be reported ASAP. Failure to report damage, even if the damage was accidental, may be considered negligence.

Access to school email and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. Students are expected to demonstrate the

same level of ethical and professional manner as is required in face-to-face or written communications. All users are required to maintain and safeguard password-protected access to both personal and confidential district files and folders.

Attempts to access another person's email or similar electronic communications or to use another's name, email, or device to send email or similar electronic communications are prohibited and may be subject to disciplinary action. Anonymous or forged messages may be treated as violations of the school code of conduct. All users must understand that the

district cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over email.

Pursuant to School Committee Policy IJNDB-R, our schools have software and systems in place that monitor and record all Internet usage. The District will intermittently monitor Internet network traffic and other usage of electronic resources, for instance, by tracking destination URLs of individual users. Users should have no expectation of privacy when browsing the web, sending or receiving email, or using other electronic school resources. The District provides email accounts for the purpose of school-related communication.

This agreement applies to all devices connected to the district network or internet. Any attempt to violate the provisions of this agreement can result in disciplinary actions.

Guidelines for Online Safety
Mohawk Trail Regional School District intends to provide an environment that integrates today's digital tools, accommodates different learning needs, and encourages student collaboration. Through providing this learning environment, we allow students to manage their own learning at any time and location. However, students must exercise good judgment when navigating the Internet. Students of all ages need supervision. While we strive to teach these skills in the classroom and require that students demonstrate their understanding of digital citizenship through online training and assessment which students must pass in order to obtain their "Digital Pilot's License", we also wanted to share some tips that can help keep your child safe online:
- Spend time with your child online by having them show you his/her favorite online websites and activities. Make sure your child keeps passwords secret from everyone except you.
- Instruct your child that the device is to be used in a common open room in the house, not in their bedroom.
- Consider "friending" or following your child's social media accounts. Be upfront with

your child about your access and reasons why. Tell him/her that protecting them is your job as a parent. Teach your child the responsible use of the resources online. Instruct your child:

- ○ To never arrange a face-to-face meeting with someone they met online. ○ To never upload (post) pictures of themselves or anyone else onto the internet or online service they would not want you to see.
    - ○ To never give out identifying information such as their name, home address, school name, or telephone number. Teach your child to be generic and anonymous on the internet. If a site encourages kids to submit their names to

  personalize the web content, help your child create online nicknames that do not give away personal information.
- ○ Help your child(ren) understand what they see and read online may or may not be true.
- ○ Set clear expectations for your child.
- ○ Stay involved with your child's school by remaining in close contact with your child's teachers and counselors.
- ○ Video-sharing sites are incredibly popular with children. However, with access to millions of videos there is the risk that your child may stumble upon something disturbing or inappropriate. YouTube and many video sites have policies against sexually explicit content and hate speech, but they rely on users to flag content as objectionable. Sit down with your child when they log onto video-sharing sites so you can guide their choices. Tell them that if you're not with them and they see something upsetting, they should let you know.
- ○ Remind your child to stop and consider the consequences before sending or posting anything online. He/she should ask, "Would I want my parents, my principal, my teacher, and my grandparents to see this?" If the answer is no, then they shouldn't send it. Remember that *anything that is put on the internet is permanent.*
- ○ Learn to use privacy settings.

Elastic Clause

This guide may not cover all possible events or situations that may occur during the school year; thus, if a situation arises that is not specifically covered in this handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the students, parents, school district and community may be taken into consideration. All terms, conditions and definitions in this handbook are subject to change at any time for any reason when deemed necessary by district administration.

The content for this handbook has been gathered and modified to meet the needs of the Mohawk Trail Regional School District from a model provided by the Northampton Public Schools, which they developed from a number of districts including Wilmington Public Schools and regional schools in the area.

9