MJSD STUDENT CHROMEBOOK HANDBOOK

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BACKGROUND INFORMATION

The focus of providing Chromebooks in the Menasha Joint School District is to provide current tools and resources to today's learner. Effective learning and excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing student access to technology is essential and one of the current learning tools available is the Chromebook. Individual use of Chromebooks supports student empowerment to engage in their personalized learning before, during and after school as they prepare for

postsecondary education and the modern workplace. Chromebooks have the ability to make learning more engaging, accessible, and personal.

Student learning results from continuous interaction with educators, students, parents/guardians, and the extended community. Technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

1. INTRODUCTION

Beginning in September 2020, all Menasha Joint School District (MJSD) students will be issued a Chromebook for instructional use during the school year. This is an exciting opportunity for our students to have access to digital learning resources both during the school day and outside of the school day. The purpose of this Chromebook Handbook is to provide the guidelines for the proper use and care of the investment made by the MJSD and the Menasha community in providing each student the use of a Chromebook during the school year. The MJSD reserves the right to revoke or modify this handbook and/or its policies and procedures at any time.

2. HARDWARE AND SOFTWARE ISSUED

Students will be issued the following:

1) Chromebook managed by District Google Chrome Management License that allows the District to support applications and provide oversight.
2) (1) Power cord

3. CARE OF CHROMEBOOK

Basic care
● Be mindful of food, drink, etc. that may come in contact with the Chromebook. ● Cords, cables, and removable storage devices must be inserted and removed carefully into the Chromebook.
● Students should never carry their Chromebook by the screen.
● Chromebooks should be closed or shut down when not in use to conserve battery life. ● Chromebooks should never be forced into a tight space in a locker or wedged into a book bag as this may damage the screen.

- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme cold or heat may cause damage to the device.
- Always bring your Chromebook to room temperature before turning it on.

Screen Care
- The Chromebook screens can easily be damaged, particularly by excessive pressure.
- Actions that tend to damage the screen:
    - Placing anything near the Chromebook that could put pressure on the screen.
    - Poking the screen.
    - Placing anything on the keyboard before closing the lid (e.g. headphones, pens, pencils, flash drives, etc.)
- Clean the screen with a soft, dry, anti-static or micro-fiber cloth. **Do not** use window cleaner or any type of liquid or water on the Chromebook. Individually moistened eyeglass lens cleaning tissues may also be used to clean the screen.

4. FILE/DOCUMENT MANAGEMENT

Students access their Google Suite for Education account by logging in using their *@student.mjsd.k12.wi.us email account. When in school, Chromebooks will automatically connect to the MJSD wireless network. When logged in, a student is able to access his or her schoolwork from any computer that has Internet access. The MJSD does not guarantee that the school network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. EMAIL, INTERNET USAGE AND FILTERING

Students are provided an email account by the school. Email correspondence is to be used for educational purposes only. Electronic communication coming from or going to the school-issued email account can and may be monitored to ensure that all terms of usage are being followed.

As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for each school. When MJSD Chromebooks are used on networks outside the District network (e.g. home, coffee shop, etc.), the same level of filtering will be maintained.

Filtering restricts access to inappropriate online materials as defined by the MJSD Student Technology Acceptable Use and Safety Policy (MJSD Policy po7540.03) including, but not limited to pornography, obscenities or other material deemed harmful to minors. MJSD

cannot guarantee that access to all inappropriate online material will be blocked. No filter is as reliable as adult supervision! It is the responsibility of the parent or guardian to monitor student use, especially the Internet, in the home. It is the responsibility of the user to appropriately use the device, network, and the Internet. All use, including off campus, is governed by MJSD Acceptable Use of Technology Policy ([MJSD Policy po7540](#)).

Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

MJSD can assist in providing internet access outside of school for families that qualify based on specific needs. The ability to access the internet from home varies from situation to situation.

6. MONITORING USAGE

MJSD utilizes software to facilitate the monitoring of student Internet usage. While MJSD is committed to protecting students, no technical or human supervision is failsafe. MJSD reserves the right to investigate, review, monitor, and restrict information stored and transmitted on district owned devices. Attempts by students to bypass the monitoring and filtering systems in place by resetting the device or attempting to install or use proxy servers or any other measures will be dealt with via the disciplinary process and may result in loss of student use of the device or other measures deemed appropriate by MJSD administration up to and including expulsion.

7. STUDENT RESPONSIBILITIES

AT SCHOOL:

The Chromebook is intended for daily instructional use. Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher. If a student forgets their Chromebook, they will need to report to the school's LMC Parapro.

AT HOME:

Students are encouraged to use their Chromebooks outside of the school day and at home for educational purposes. The student Chromebook will be the primary means of facilitating instruction during virtual learning days. All students are responsible to maintain an appropriate (full) charge for the battery on a daily basis. Students are expected to charge their Chromebook at home when the battery is unable to support a day's use in school. There is no guarantee that charging resources will be available in school when a student may need it. Students are

responsible for bringing their Chromebook to school each day.

SOUND:

Speakers are to be muted at all times unless permission is obtained from the teacher for instructional purposes.

PERSONALIZING the CHROMEBOOK/CASE:

 Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the MJSD. Students may add appropriate music, photos, and videos to their Google Drive. Students are responsible for turning in clean cases when they return their Chromebooks. Personalized media are subject to inspection and must follow the MJSD Acceptable Use Policy ([MJSD Policy po7540.03](#)) .

PRIVACY AND SAFETY:

 Data storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect files on District property at any time and will take the necessary steps if files are in violation of the District's Information Security policy ([MJSD Policy po8305).](#) Inadvertent access to a website that contains obscene, pornographic, or otherwise offensive material must
be reported to a teacher or an administrator immediately so such sites can be blocked from
further access. This is not merely a request. It is a responsibility.

Students may be asked to sign up for and create accounts with 3rd party web service providers as part of their learning experience. The Menasha Joint School District values the privacy of student data and personally identifiable information (PII). Digital tools that collect PII from students are approved for student use through the MJSD Student Data Privacy Process. The current list of approved tools and more information about this process can be found at https://www.mjsd.k12.wi.us/district/district/resources/parent-students-links/digitaltoolsdataprivacy

LEGAL PROPRIETY:

 All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law. The school librarian is a resource for questions on copyright. Plagiarism is a violation of the MJSD discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

MJSD has installed Google Chrome Management Software on all devices. Any attempts to bypass this software through any measures including resetting the device will result in disciplinary action by MJSD.

8. UNACCEPTABLE BEHAVIOR

- Using the network for illegal activities, including copyright violations;
- Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes while on campus;
- Downloading inappropriate materials, viruses, or software;
- Using or possessing hacking or file-sharing software, including keystroke loggers, batch files, or applications used to bypass laptop or network security;
- Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;
- Using the Chromebook for financial gain, advertising, or political influence; ● Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;
- Attempting to repair, remove, or install computer hardware or software;
- Opening the computer to access internal parts;
- Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages;
- Subscribing to mail lists, mass emails, games, or other services that cause network congestion;
- Intentionally wasting finite Internet or network resources, including downloading files, streaming music, videos, or games or installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware;
- Revealing, sharing, or posting personal information including full name, address, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others;
- Invading the privacy of others;
- Using another person's username or password, or allowing another to access your account using your username or password;
- Pretending to be someone else when sending or receiving messages;
- Forwarding or distributing inappropriate email messages;
- Engaging in harassment or transmitting obscene messages, picture, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content;

- Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism;
- Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students;
- Assisting, observing, or joining any unauthorized activity using the Chromebook, network, or Internet;
- Accessing or attempting to access Internet sites not approved by district/teacher including non-educational use of chat rooms, instant messaging, or social networking, social media sites and other sites that could expose students to harm or distraction from engagement in academic and school-related pursuits (MJSD Policies po7540.03, po5136.01)
- Attempting to disable or bypass MJSD Internet content filter or firewall, or attempting to use proxies to access sites that would otherwise be restricted, including by means of resetting the machine to its factory settings;
- Falsifying permission or identification information;
- Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses;
- Knowingly placing a computer virus on a computer or network (additionally, legal charges may be filed);
- Writing, drawing, painting, defacing, or placing stickers or labels on school-owned Chromebooks or Chromebook accessories, or causing other intentional damage; ● Attempting to alter data or the configuration of a computer or the files of another user will be considered vandalism and subject to disciplinary action;
- Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs or gang related symbols are subject to disciplinary action;
- Cyber-bullying in any form is unacceptable. Students will not engage in any cyber-bullying activities, which may include efforts to harass, threaten, torment, embarrass, or intimidate students or school staff or the general public through the use of a Chromebook or computer. In situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on the maintaining of order and discipline in the schools. Discipline for cyber-bullying will be handled on a case by case basis as deemed appropriate by the school administration. In addition, criminal acts will be reported to law enforcement.

9. CONSEQUENCES

Students are responsible to comply with Board policies and this handbook at all times. Consequences for non-compliance with Board policies and this handbook may include disciplinary actions and/or financial responsibilities. Failure to comply may reduce or revoke

student privileges in the 1:1 Chromebook program. The student may also be subject to disciplinary action as set forth in the MJSD Student Handbook. The MJSD cooperates fully with local, state, and federal law enforcement in the investigation of all computer crimes. Chromebooks are to be returned annually no later than the last day of the school year. Chromebooks must also be returned upon removal from the school through withdrawal, suspension, expulsion, or transfer. The Chromebook remains the property of the MJSD and cannot be loaned, sold, bartered, traded, leased, rented, or given to any other person(s). Failure to return the Chromebook and peripherals will result in a certified letter being sent to the parent or adult student listing the items not returned and associated replacement costs. The parent or adult student will have five (5) days to return the items or pay replacement costs. Failure to comply will result in a referral to local law enforcement. The parent or adult student may be charged with theft. The MJSD reserves the right at any time to require the return of the Chromebook.

10. TECHNICAL SUPPORT/REPAIRS

Damaged or inoperable Chromebooks are to be returned to the library to be entered into the repair tracking system. A loaner may be provided to the student to use until the device is repaired and returned.

11. DAMAGED/LOST/STOLEN DEVICES

Chromebooks are assigned to students in a similar fashion as assigning textbooks. However, unlike textbook assignment, Chromebooks will be assigned to the student annually for the entirety of their enrollment in the District. It is understood that as materials are used, normal wear is expected. What is not expected is wear and tear that is above what is considered normal. As with textbooks, students may be issued a fine at the end of the school year if excessive wear is evident.

It is also understood that when using electronic devices, damage may occur. Two types of damage to school property are accidental damage and malicious or negligent damage. If a device is damaged, the student will need to return the device to the school's designated help desk to generate a repair order and to determine the nature of the damage, accidental or malicious. If device damage is determined to be accidental, the student may be able to check out a loaner while the device is being repaired. The student may be charged for repeated repair. If a device is damaged through malice or negligence, the student will be responsible for all repair costs. In addition, students may face administrative or legal consequences depending on the nature of the damage. All determinations of malicious damage will be made by school administration. If the device is lost or stolen, school administration must be immediately notified. Contact must also be made with the School Resource Officer (SRO) so an official police report is generated to report the lost or stolen device. Efforts will be made to find and return the device, but if unable to locate the device, the student may be responsible for the replacement cost of the

device. The parent, guardian, or adult student may be responsible for compensating the district for any losses, costs, or damages which are not accidental in nature up to and including possibly the device's full replacement cost. Students with damaged, lost, or stolen devices who fail to notify school officials may be subject to disciplinary action.

Damage Claims

- Power cord replacement $25
- Damage to Chromebook: $100
- Loss of Chromebook $450

12. PARENT/GUARDIAN EXPECTATIONS

- While the MJSD provides Internet content filtering, *there is no substitute for parental/guardian supervision when using a computer.*
- Monitor student use of the Chromebook and Internet at home.
- Ensure that your child understands and adheres to the Chromebook and network policies as set forth in this handbook.
- The parent/guardian will reimburse the school district for any costs incurred or fines assessed due to misuse, neglect, damage, or loss, including theft, up to the full replacement cost of the device.
- Review the Menasha Joint School District's policies named herein and this Chromebook Handbook with your child.
- Assist your child who is assigned the device with homework and school assignments. The purpose of the 1:1 Initiative is to help students learn. Student use of the Chromebook for learning is the most important priority of the 1:1 Initiative.
- Ensure the return of the Chromebook and all accessories at the end of the school year or before the student withdraws from school.

13. CHROMEBOOK INSURANCE

Insurance coverage is available from an independent company. Paperwork explaining what the specific coverage entails will be available two weeks prior to the first day of school.

14. RIGHTS AND OWNERSHIP INFORMATION

The MJSD holds the legal title to the Chromebook and all accessories. Right of possession and use are limited to and conditioned upon full and complete compliance with all MJSD Board Policies and procedures, including but not limited to MJSD Acceptable Use Policy ([MJSD Policy po7540.03](#)) and other guidelines outlined in this handbook. The MJSD does not guarantee that its technology resources will be uninterrupted or error free. Access to the network is provided on an "as is" basis without warranties of any kind. In the rare event that the network is down, neither the MJSD nor any of its agents or employees will be responsible for lost or missing data.