

# Marshall Public Schools

## **One-to-One Technology**

### **Chromebook Procedures & Information Handbook**

***2023-2024 School Year***



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***Marshall Public Schools, in partnership with the community, will develop informed, literate, critical thinking learners through the use of innovative and progressive technology and information learning tools.***

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## **Background Information**

*The focus of providing Chromebooks in the Marshall Public Schools (MPS) is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a “next generation” device that makes learning more engaging and accessible.*

*Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, 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.*

## Why use Chromebooks?

1. Chromebooks represent a new “space” in technology: This space is between the mobile space (phones and iPods) and the portable space (laptops and netbooks). This “space” is expanding every day.
2. Personalized learning: As teachers and lectures begin to create new ways of tackling this issue, the Chromebook could play a useful role in this transformation.
3. Low maintenance: the Chromebook requires little maintenance. It is a completely web-based device so there is no need for downloading or installing. There is less need for technical support.
4. It’s a blank canvas; the Chromebook is an engaging device which could transform the way young people learn.
5. Instant-on and all day battery: it’s possible to get on the internet instantly.
6. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. No more excuses like “I forgot to save my homework!”
7. Contextual Learning: a Chromebook is an “anywhere anytime” learning device. This makes it ideal for projects and learning which take place out of the classroom.
8. Personal Learning Studio: a Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

## Goals for Student Users

- To increase students’ productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in the pilot project.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one’s own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

## **1. Receiving and Returning a Chromebook**

### **1.1 Receiving a Chromebook**

- a. Each student will receive a Chromebook and AC charger.
- b. Parents/guardians and students must sign and return the *District-Issued Chromebook User Agreement (Appendix H)* before a Chromebook is issued to the student.
- c. Chromebooks will be labeled in a manner specified by MPS; this will include the serial number. Labels may not be removed from the Chromebook.
- d. The Chromebook and district-issued email account are the property of the MPS and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- e. Should parents want their child to opt out of having a Chromebook to take home, they will need to submit a signed note to that effect to the MPS. The student will pick up and return a Chromebook from the designated location each day for use during the school day. Students may also bring their own personal internet-accessible device for instructional use. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.

## 1.2 Returning a Chromebook

- a. Chromebooks and all MPS accessories will be returned during the final week of school so they can be checked for serviceability. (This may change for students taking summer school)
- b. Chromebooks must be returned immediately when a student transfers out of the MPS, is suspended or expelled, or terminates enrollment for any reason.

## 1.3 Fines Related to a Chromebook

- a. Chromebooks, district-provided sleeves, and AC charger will be turned in to the library or tech staff, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The MPS Administration will make the final determination about any charges levied for Chromebook repairs.
- b. If charges for repairs are not paid by the end of the school year, the charges will be assessed at the beginning of the next school year. All charges must be paid by the end of a student's senior year or students will not be able to participate in the graduation ceremony.
- c. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report filed with the Marshall Police Department.

## 2. Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the MPS. Care must be taken to protect the screen. **Students are responsible for anything done using their assigned Chromebook or their Google account.** Chromebooks that are broken or fail to work properly must be given to the library or tech staff for an evaluation of the equipment. Chromebooks are the property of the MPS and all users will follow these procedures and the MPS Acceptable Use Policy.

### 2.1 General Precautions

- a. Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs. (Examples include, but are not limited to, scissors, keys, coins, pencils/pens, staples, paper clips and/or jewelry)
- b. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- c. Do not attempt to gain access to the internal electronics or attempt to repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the building office staff.
- d. Always treat the Chromebook with appropriate responsibility and safety. Never throw or slide a Chromebook.
- e. When carrying a Chromebook, hold it with two hands from the base, not from the screen.
- f. Always open the Chromebook from the center of the screen and not from the corners. Do not open the Chromebook past the natural stopping point of the hinge. This will create additional stress on the screen and may lead to the screen cracking.
- g. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- h. Chromebooks and any district-provided sleeves must remain free of any writing, drawing,

stickers, or labels that are not the property of the MPS or approved by the building principal.

- i. Students may be required to purchase a padded, protective sleeve or laptop bag (must meet building specifications).
- j. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- k. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area. **Chromebook security is the responsibility of the student.**
- l. When not in use:
  - Elementary School:** Chromebooks should be stored in assigned classroom locations.
  - Middle and High School:** Chromebooks should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- m. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- n. Chromebooks must be charged for school each day. **This is the student's responsibility.**
- o. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
- p. PLEASE DO NOT ATTEMPT TO CONTACT THE CHROMEBOOK MANUFACTURER SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT.

## 2.2 Transporting Chromebooks

By providing a protective, padded cover, you will protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The Chromebook must be protected by a cover at all times. Nylon drawstring bags are insufficient protection for the Chromebooks, and will not be accepted.

Chromebooks for grades K-5 will not go home with students. Therefore, they are not required to have a padded case. When carrying the Chromebooks between classes or around the room, students should:

- ✓ Use two hands when carrying the Chromebook by its base
- ✓ Close the Chromebook before carrying it
- ✓ Not stack materials on top of the Chromebook
- ✓ Make sure Chromebook is placed on a stable and secure foundation

## 3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

### 3.1 Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the

coursework completed as if the Chromebook were present. If a student repeatedly leaves the Chromebook at home, the student will be subject to interventions to support their responsibility and preparedness for learning.

### **3.2 Chromebook Undergoing Repair**

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of “loaner” Chromebooks are available so having a “loaner” is not guaranteed.

### **3.3 Charging a Chromebook Battery**

- a. An AC charger will be issued to middle school and high school students for charging at home. Chromebooks must be brought to school each day in a fully charged condition.
- b. If there are repeated violations, the student will be subject to interventions to support their responsibility and preparedness for learning
- c. In cases where the battery does “run out”, students may be able to connect their Chromebook to a power outlet in class.
- d. For elementary students, Chromebooks should be secured and charging at the end of each day.

### **3.4 Screensavers/Background photos**

While personalized screensavers or backgrounds are 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 subject to disciplinary action.

### **3.5 Sound, Music, Games, Apps**

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Students should provide their own headsets/earbuds.
- c. Music is only allowed on the Chromebook at the discretion of the teacher.
- d. All software/apps must be district approved. Data storage will be through apps on the Chromebook, (i.e., Google Docs, Notepad, etc.)
- e. Non-instructional internet games are not allowed on the MPS Chromebooks.

### **3.6 Legal Propriety**

**Students are responsible for all activity done using their assigned Chromebook or any activities performed under their school login on any device (home or school provided).**

- a. Students must comply with trademark and copyright laws and all license agreements when using their Chromebooks. Ignorance of the law is not immunity. If you are unsure, ask the Library Media Specialist.
- b. Plagiarism is a violation of the MPS rules. 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.
- c. Online bullying is a serious offense that can take many forms across many platforms. Direct or indirect harassment of anyone in the MPS is unacceptable and will result in immediate disciplinary action.

- d. Use or possession of hacking software is strictly prohibited and violators will be subject to MPS discipline. Violation of applicable state or federal law may result in criminal prosecution.

### 3.7 Printing

Students may not print on district printers from their Chromebooks or personal devices.

### 3.8 Internet Privacy and Safety

#### Home Internet Access (grades 7-12):

**It is important to note that the Chromebook does not have a filter for the internet when it is connected to home WiFi.** Parents/guardians must take the necessary precautions for internet safety with students! For more tips, please see the *Parents' Guide. Safe and Responsible Internet Use.* (Appendix C).

**REMINDER: It is the family's responsibility to monitor the student's use of the internet outside of the school setting.**

- a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a printer, proper settings on the Chromebook and the correct app.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, such as a birthdate, passwords, a home address or phone number, or the passwords, address or phone numbers of other students.
- c. Using another student's password or private information is a serious and dangerous offense and will result in disciplinary and possibly legal action.
- d. All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as district property. All activity on the Chromebook is tracked by our network service and may be accessed at any time by administration.

### 3.9 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom, per state statute.

### 3.10 Network Connectivity

The Marshall Public Schools makes no guarantee that the district's 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.

## **4. Repairing or Replacing a Chromebook**

### **4.1 Chromebook Repairs At School and Virtually at Home**

If your chromebook requires a repair or replacement, please fill out this form:

<https://docs.google.com/forms/d/e/1FAIpQLSfDUKmpdxV5HovXk3fYPSil25G4jsf8pjiksJHPS98mNdSERA/viewform>

We will be in contact with you with any troubleshooting steps and/or how to start the repair process. Repairs will be handled through the building offices.

### **4.2 School District Protection**

MPS is leasing these Chromebooks and will generally assume the financial liability for Chromebook repairs or replacement due to normal and typical daily use covered under warranty.

### **4.3 Personal Home or Homeowners'/Renters' Coverage**

Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Parents should contact their insurance agent for details about your homeowners'/renters' coverage.

### **4.4 Fee for Incidental Damage**

In the case where a Chromebook or district-issued accessory is damaged by means other than what is covered by the warranty, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The MPS Administration will make the final determination of any fees assessed.

### **4.5 Claims**

- a. All insurance claims must be reported to the MPS. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's office before a Chromebook can be repaired or replaced.
- b. Failure to report a lost or stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

# Frequently Asked Questions

## 1. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?

The Marshall Public Schools will be responsible for the repair of the Chromebook for normal wear of the unit that is covered by the warranty. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit. The District regards the Chromebook as all other materials that are checked out to a student, ex: library materials, sports equipment, etc. *We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced.*

“Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners’/renters’ policy of the parent/guardian. Most homeowner/renter policies will provide some limit of coverage for the “damage to the property of others” under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners’/renters’ coverage.” (page 10: 4.2, 4.4)

## 2. What are the replacement costs of the Chromebook and accessories?

Lenovo 300e	\$280
Lenovo 300e Screen Repair:	\$125
AC Charger:	\$30

## 3. Does my child have to accept a Chromebook?

A Chromebook will be made available to each K through 12<sup>th</sup> grader. Students in grades K-5 will only use their Chromebooks in the classroom and will not be taking them home. Students in grades 6-12 are allowed to take their Chromebooks home. Students and parents/guardians must sign and return the *District-Issued Chromebook User Agreement (Appendix H)* before a Chromebook is issued to the student. If a parent/guardian does not want the child to take a Chromebook home, the parent may notify the office in writing. The student may also bring his/her personal device to school for instructional purposes.

## 4. How is the District paying for the Chromebooks?

The Chromebooks are being leased for three years using dollars from current technology coming off lease and reallocation from supplies and textbook budgets.

## 5. As a parent/guardian, how do I monitor my child’s use of the internet?

While your child is using the MPS network, there are filters available. When your child uses

another network, the Chromebook does not provide filtering at this time. Please see the attached document entitled *Parents' Guide. Safe and Responsible Student Internet Use.* (Appendix C).

## 6. What if we don't have WiFi at home?

A Chromebook's use is maximized with WiFi. In a previously conducted survey, the vast majority of families indicated that they have internet capability at home. If a family does not have WiFi, students who are allowed to take their Chromebooks home may use the Chromebook at school, at the public library, at local businesses with WiFi capabilities, or wherever WiFi is available. Arrangements can be made for the student to be at school outside of normal school hours by contacting the office. Hot spots may be available for students to check out and use at home. Students should contact their building office if a need exists. Students in grades 6-12 also have the ability to complete some assignments at home by utilizing Google Docs offline.

## 7. Are students required to purchase their own cover/bag?

Yes, be aware that covers have different capabilities. The MPS requires each student to have a sleeve/bag that fits at least a 11" laptop or netbook, and must be padded to protect the Chromebook from damage that can occur while transporting it between home and school and within the school from class to class. **Check for specific requirements in each building. The Chromebook should be stored in the sleeve/bag whenever it is not being actively used.**

## 8. What if a student forgets to charge the Chromebook?

There are limited power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will be required to turn the Chromebook in to the LMC at the end of each day and pick it up each day for three weeks.

## 9. Will students keep the Chromebook for the summer?

Chromebooks and all MPS accessories may be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. A Chromebook may be made available for students taking summer school classes that require use of the Chromebook.

Please contact the appropriate building principal with any questions regarding student use of Chromebooks.

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# Parents' Guide

## Safe and Responsible Student Internet Use

The Marshall Public School recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

1. **Take extra steps to protect your child.** Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
3. **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
5. **Limit the time your student is on the Chromebook.** While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
7. **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
8. **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
9. **Read and share with your child the MPS One-to-One Technology, Chromebook Procedures and Information Handbook.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

### General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

# Acceptable Use of Technology and Communication Resources by Students

## Marshall Public School Policy #363.2

### **Purpose Statement:**

Students are reminded that the use of district technology, including the Internet and other communication resources, is a privilege, not a right. District technology is defined as any device or software owned by the District, or contracted for use by the District, for the specific and limited purpose of supporting the educational mission of the District that allows communications between individuals or groups, including but not limited to: desktop and portable computers; modems and software used to connect over a telephone line to the District's computer network; file servers, web servers, virtual servers, and print servers; projection devices, software applications, and the variety of electronic devices, such as cell phones, that electronically transmit information between users and provide wireless connectivity for accessing and utilizing district resources.

The primary purpose of providing access to district resources is to enhance teaching and learning, thereby better preparing students for success in life and work. This access is provided to increase communication within the District, enhance productivity and assist users in improving their skills. Access is also provided to assist in the sharing of information with the local community, including parents/guardians, social service agencies, government agencies and businesses.

### **Security Measures:**

Each authorized user will be issued identification and personalized passwords in order to access the system. Students must have a signed Student Internet Acceptable Use Permission Form (Board Rule 363.2; Board Exhibit 363.2) indicating acceptance of the policies, rules, and procedures on file in order to receive district approval to access district technology resources. Students are prohibited from providing access to others with the use of their identification and password, and are subject to discipline up to and including loss of privileges related to the use of district technology and network access, and may include criminal penalties, should they provide prohibited access.

### **Privacy Rights:**

Users should have no expectation of personal privacy in connection with their usage of such district network and other technology resources. Network supervision and security maintenance may require monitoring of directories, messages, or Internet activity. The District retains the right to monitor, access, and review all messages or information, e.g., files, created, received or sent over, or stored on, district technology and communication networks at all times and without notice in order to determine compliance with acceptable use of the District's resources. Individuals using district technology resources must have approval to use any or all district technology resources.

Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. Although efforts are being taken to minimize student exposure to inappropriate material through the use of an Internet filter, it is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using electronic resources like the Internet. Parent/guardian permission shall be required before a student is allowed to use the Internet at school for educational purposes.

## **General Use Rules**

- a. Students must adhere to the same standards of conduct expected and required in the classroom.
- b. All students have the same opportunity to use the equipment, software, network resources and e-mail. Students shall use these computer resources for academic activities only.
- c. To preserve security, students should protect their computer passwords and change them periodically. If a password is improperly disclosed, it will be changed immediately.
- d. Designated school personnel may conduct random checks of students who are on-line with the Internet or other computer network for the purpose of ensuring compliance with Board policy and the acceptable use rules.

## **Rules of Network Safety and Acceptable Use**

All students are expected to abide by the generally accepted rules of network safety and acceptable use. These rules include the following:

- a. All use of the Internet or other communication resources must be in support of education and research and consistent with the policies, goals and objectives of the District. The use of online social networking sites, such as chat rooms, wikis, blogs, forums and other applications (e.g. Web 2.0) will be allowed only in controlled, staff-supervised settings, and for valid school-related and/or instructional purposes. All other uses are prohibited. "Social networking," as used in this policy, means establishing, maintaining, posting to, or otherwise participating in an electronic community on websites, blogs, or through accounts on social networking sites.
- b. Online social networking sites are an extension of the classroom. Therefore, students must adhere to classroom and building rules and procedures as outlined in student handbooks. Appropriate language must be used at all times. Students will not swear, use vulgarities or any other inappropriate language, bully, or engage in activities that are prohibited under state or federal law.
- c. Transmission of any material in violation of any United States or state regulation is prohibited. This includes but is not limited to copyrighted material, threatening, inflammatory, derogatory, libelous or obscene material or images, child pornography, or material protected by trade secret. In addition, the transmission of any material that causes disruption to the learning environment or is harmful to minors is not allowed.
- d. Students will not tamper with hardware or software, destroy someone else's computer files, copy or download computer data, software or programs without authorization, create anonymous postings, or intercept and/or disclose electronic communication, including e-mail, while it is in transit.
- e. Harassment, discrimination, defamation, "cyber-bullying" and vandalism will not be tolerated. Harassment is behavior toward another based on any personal characteristic, such as, but not limited to, race, sex, or disability, that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive environment. For purposes of this policy, harassment is defined as the persistent annoyance of another user or the interference of another user's work. Defamation is an intentional publication of a false communication that injures another person's reputation or good name. Vandalism is defined as any malicious attempt to harm, modify or destroy data of another user or network equipment. "Cyber-bullying" is defined as using technology to intimidate, humiliate, manipulate, mislead, threaten or otherwise harm another person. Vandalism and harassment will result in cancellation of student Internet and computer lab privileges and may result in other disciplinary action consistent with established school and district policies.
- f. While online, students are prohibited from sharing personal information about themselves or others that implicates their personal or financial security or is otherwise in violation of this policy, including, but not limited to, personal computer passwords, names, addresses, phone numbers, social security numbers, credit card information and so on.
- g. Students will not use the networks in such a way that would disrupt the use of the networks by other users.
- h. District technology networks, including e-mail systems, shall not be used for private business ventures, personal gain, political promotion or campaigning.
- i. All material and information accessible via the network, including computer software, should be assumed to be copyrighted, the private property of the owner, and should not be copied or used by others without permission of the owner of the material or information or authorized as "fair use" under federal copyright

laws. The same laws and guidelines apply for use or copying of information on the Internet or other on-line sources as apply to use and reproduction of printed hard copies of the same information.

- j. Use of any information obtained via the Internet is at the student's own risk. The Marshall Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its technology and communication network resources. All students need to consider the source of any information they obtain, and consider how valid that information may be. It is the student's responsibility not to initiate access to inappropriate materials.
- k. Guidance will be provided to students about what they should do if they receive any electronic transmission that they feel is inappropriate or makes them feel uncomfortable. In such situations, they are expected to inform school staff.
- l. E-mails received from an unknown person should be deleted and not opened.
- m. Spamming and/or chain e-mail letters are not allowed. School staff should be contacted when any form of chain letter, virus alert, or other mass e-mail message (spam) is received.
- n. Students' file directories should be cleaned out when a file is no longer needed. All student files should be deleted at the end of the school year.

## **Personally-owned Laptops and Other Computing or Communications Devices**

- a. A personally-owned laptop computer, handheld computer or other computing or communications device may be connected to the Internet only through the district's public wireless network, which allows filtered web-only access to the Internet. Connecting a laptop to a non-networked device such as a projector or SMARTboard is allowed for instructional purposes only.
- b. The laptop computer, handheld computer, or other computing or communications device is to be used in compliance with district policies and rules. Any violation of such policies or rules may result in the exclusion of the device from school and/or discipline of the person who has violated the policy and/or rule.
- c. Any staff or student who brings a laptop computer, handheld computer or other computing/communication device to school must use it as an instructional tool and only for the school curriculum. It may not be used as an entertainment system. Students must turn off and put away a personal laptop, handheld computer or other computing device when directed by a staff member.
- d. If a cell phone is found or is confiscated, the person recovering the phone is not authorized to view contents of the phone. District protocol requires staff to turn the device in to the office. The District administrative staff or agent and/or a law enforcement representative are the only persons authorized to view the contents.
- e. The District may examine personal computers and other electronic devices and search their contents if there is a reason to believe that school policies, including this policy, rules or regulations or laws have been violated. Individuals have no expectation of privacy in the use of the District's wireless network or Systems and such use is subject to being monitored.
- f. Neither students nor staff are required to bring personal electronic property to school. The District accepts no responsibility for the loss, theft or damage of personal property brought to school by staff or students. Any laptop computer, handheld computer, or other electronic device is the sole responsibility of the staff member or student who brought the device to school.

## **Penalties for Improper Use**

Violation of these rules, applicable state and federal laws or posted classroom, school, and district rules will result in loss of network and computer lab privileges and/or other disciplinary action as defined in the appropriate handbooks, up to and including suspension or expulsion. Violations could also lead to referral to legal authorities for prosecution under applicable laws.

Access to district technology resources may be denied or terminated if one is identified as a repeat offender, or if an initial offense is of sufficient severity to justify immediate denial of access to district technology resources. The Marshall Public School recognizes the need to provide technology to further the educational goals and mission of the District. The Internet and communication resources provide unique educational opportunities

and challenges to a learning community. Licensed staff and library media specialists have a professional responsibility to blend thoughtful use of such information with the curriculum and to provide guidance and instruction to students in the appropriate use of such resources. Staff shall adhere to the guidelines for instructional resources and the goals for the selection of instructional materials contained in Board policy.

In compliance with federal law requirements, an Internet filtering device shall be used on all district computers that access the Internet in an effort to protect against access to visual depictions that are obscene, child pornography and materials harmful to minors.

# Chromebook Use: Rules and Expectations

## Rules and Appropriate Usage

Marshall Public Schools encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which it was intended. The Chromebooks issued to students are the **property of Marshall Public Schools**. The distribution of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Before issued a Chromebook for use at school and/or home, students and parents or guardians must sign a *District-Issued Chromebook User Agreement* and a *Student Internet Acceptable Use Consent Form*.

**Students are expected to abide by the following rules and behavioral expectations both at home and within the school:**

### **Use of Equipment (Hardware and Software)**

- Student must have a *District-Issued Chromebook User Agreement* signed by a parent/guardian on file with the Marshall Public Schools to use the Chromebook and to use the Internet.
- The District's technology is to be used for educational purposes only.
- The use of the District's technology must not violate existing policies of the Marshall Public Schools.
- Student may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on the Chromebook.

### **The Network**

- Online time must be used wisely to allow equitable access for all users.
- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher or person monitoring the Internet use.
- Engaging in activities that are pornographic or drug related will result in automatic termination of the student's network/Internet privileges. Suspension or expulsion may result from inappropriate use.
- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.
- Possession of malicious software items such as viruses, Trojan software, spyware while at school, on the District network, or transferring to the District network will be considered a violation.

## **Privacy**

- It is a violation to share a password with anyone else or to access any account belonging to other students, faculty, or staff.

## **Appropriate Language**

- The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

## **Management**

- Marshall Public Schools reserves the right to monitor all district technology use. The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of district technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate. (Board Policy #363.2: Acceptable Use of Technology and Communication Resources by Students)

## **Responsibilities**

By signing the *District-Issued Chromebook User Agreement* and *Student Internet Acceptable Use Consent Form*, students and parents or guardians agree to:

- Submit their Chromebook to school authorities upon request. Such a request may be made in order to ensure Chromebooks do not contain any files, as well as to check browser histories and caches.
- Students may be required to or may choose to leave their Chromebooks at school over the summer for regular maintenance.
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, students must have a charged Chromebook available to them at the start of each day.
- Protect the Chromebook from damage and theft. Required precautions include the use of the protective case (grades 7-12) when transporting the Chromebook to and from classes and to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by authorities.
- If the Chromebook is damaged, the parents or guardians will pay the full/replacement cost of the Chromebook, protective case and/or AC power adaptor. See page 11 for estimated replacement costs.

Parents/Guardians are encouraged to obtain their child's login and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the building office for assistance. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

## **Consequences for Breaches of the Acceptable Use Agreements**

In the event a student breaches any part of the *Chromebook Procedures & Information Handbook* or *Student Internet Acceptable Use Agreement*, there will be consequences imposed by the school, consistent with the Parent/Student Handbook and District policies. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology up to and including suspension or expulsion. Violations could also lead to referral to local police authorities.

# **SOCIAL MEDIA GUIDELINES**

## **Educational Purpose**

In order to help our students develop their reading and writing skills, cultivate our understanding of different people and cultures, share information and collaborate safely and effectively via the Internet, and learn through experiences, our students participate in using a variety of social media applications (blogs, wikis, podcasts) and content creation sites (Canva, Sketch Up, TinkerCad). To protect student privacy and ensure safety, the following guidelines are to be followed:

## **Teacher Responsibility**

- Ensure suggested sites are age-appropriate for student use.
- Monitor student creation of accounts within the classroom and student use of Internet and social media sites.
- Be aware of and adhere to the federal Children's Online Privacy Protection Act laws and District Policies.

## **Student Responsibility**

- When creating accounts, provide their full first names and only the first letter of their last name.
- When asked to provide birth date information, all students will use January 1 of their birth year.
- Students will not share personal, identifiable information. (i.e. school name, location, etc.)
- Students will use group pictures of students and/or individual pictures, which do not identify individuals by name.
- Students will agree to use social media and content sites responsibly.
- Protect the Chromebooks from damage and theft per the *1:1 Technology Student Expectations*. Required precautions include the use of the protective sleeve when transporting the Chromebook to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities and school personal immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by the authorities.
- Understand the User Agreements, including Acceptable Use Policy (AUP), building-specific student handbook rules, 1:1 Technology Student Expectations and Parent Permission Agreement.

## **Parent/Guardian Responsibility**

- Monitor student Internet and social media website use at home
- Contact teacher who has assigned the project if any questions or concerns arise
- Parents/Guardians are encouraged to obtain their child's username and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact their student's school Main Office for assistance.
- If the Chromebook is damaged, the parents or guardians will pay the full repair/replacement cost of the Chromebook, protective sleeve and/or AC power adaptor. See page 11 for estimated replacement costs.

# 2023-24 - District-Issued Chromebook User Agreement

Agreement must be signed by the student AND parent/guardian before a Chromebook will be issued to a student.

As a user of the Marshall Public Schools computer network and District-Issued Chromebook, I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures and Information Handbook*:

**Student Name (PRINT)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that I may be held liable for usage violations and/or equipment damage to District-Issued Chromebooks. I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures and Information Handbook*.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_