

MCHS Chromebook Rules, Guidelines, and Procedures

As a part of the Mission of MCCSS to offer students a “personalized education program using advanced technology”, Morgan County High School will be implementing our One to One Technology Program by issuing Chromebooks* to each student to allow them to use Google Classroom and other instructional programs to support their learning. Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes.

Please read the following information carefully about this program.

I. Receiving your Chromebook

A. Sign the [MCCSS Chromebook Contract](#)

The contract should be signed upon completion of reading the rules, guidelines, and procedures set forth in this document.

B. Distribution

Chromebooks are checked out like a textbook after returning a completed Chromebook Contract. Students must return the same fully functioning Chromebook and charger or pay the full replacement cost.

C. Transfer/New Student Distribution

All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks from the Media Center. Both the student and parent/guardian must sign the MCCSS Chromebook Agreement prior to picking up a Chromebook.

II. Returning your Chromebook

A. End of the Year

At the end of the school year, students will turn in their Chromebooks and chargers in working condition. Cases or covers that were added by the student must be removed prior to returning the Chromebook. Failure to turn in the same items that were issued will result in the student being charged the full \$265 replacement cost. The district may also file a report of stolen property with local law enforcement agency.

B. Transferring/Withdrawing Students

Students that transfer out of or withdraw from MCHS must turn in their Chromebooks and chargers prior to their last day of attendance. Failure to do so will result in the student being charged the full \$265 replacement cost. The district will also file a report of stolen property with the local law enforcement agency.

III. Caring for your Chromebook

Students are responsible for the general care and custody of the Chromebook and charger they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Media Center immediately for repair. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

A. General

1. Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
2. Chromebook cases purchased by the student can be decorated with stickers. Writing, drawing, or other outside stickers on the Chromebook itself are not allowed, and the student will incur a cleaning fee if the Chromebook is returned with stickers..
3. Students may purchase and install their own case which may be personalized. The case should be removed and retained by the student before returning the Chromebook.
4. Always transport the Chromebook with care, in a protective case or pack if possible.
5. Never lift Chromebooks by the screen.
6. Report any Chromebook damage to the Media Center in a timely manner.

B. Screen Care

1. Do not put pressure on top of a Chromebook when it is closed.
2. Do not place anything in the protective case that will press against the cover.
3. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
4. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

C. Barcodes

Students may be charged up to the full replacement cost of a Chromebook for tampering with barcodes.

IV. Using Your Chromebooks at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

D. If a student does not bring his/her Chromebook to school

1. Students will not be supplied a “loaner” for Chromebooks left at home.

E. Chromebooks being Repaired

1. Students may be issued a “loaner” Chromebook when they leave their school-issued Chromebook for repair in the Media Center.
2. A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
3. Chromebooks on loan to students having their devices repaired may be taken home.
4. A technology specialist will contact students when their devices are repaired and available to be picked up.

F. Charging Chromebooks

1. Chromebooks must be brought to school each day with a full charge.
2. Students should charge their Chromebooks at home every evening.
3. Using a non-schooled issued charger may damage the battery and/or device.

G. Backgrounds/Sound

1. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
2. Sound must be muted at all times unless permission is obtained from a teacher.
3. Headphones may be used at the discretion of the teacher.
4. Students should have their own personal set of headphones for sanitary reasons.

H. Logging into a Chromebook

1. Students will log into their Chromebooks using their school issued Google Apps for Education account.
2. Only MCHS students and staff can log into school Chromebooks.
3. Students should never share their account passwords with others, unless requested by an administrator.

I. Managing and Saving your Work

1. The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
2. Most work is done via internet but some can be done in offline mode and synced when internet is available.
3. Students should always remember to save frequently when working on digital media.
4. The district will not be responsible for the loss of any student work.
5. Chromebooks have ports for USB drives as well as SD cards. Students may use these features to save work if they choose.

IV. Chromebook Identification

A. Records

The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

B. Users

Students will be responsible for maintaining their individual chromebook and charger at all times.

V. Repairing/Replacing your Chromebook

A. Repair

1. If the Chromebook is not working, students should notify their teacher and take it to the Media Center for repair.
2. Repairs and maintenance should only be conducted by MCCSS personnel.
3. Do not attempt to repair or take the Chromebook to an outside vendor for repair.

B. Vendor Warranty

1. Chromebooks include a 3 year hardware warranty from the vendor.
2. The vendor warrants the Chromebook from defects in materials and workmanship.
3. The limited warranty covers normal use, mechanical breakdown, and faulty construction.

4. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a replacement.
5. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

C. Estimated Cost

The following are estimated costs of parts and replacements that will be assessed from students in the event of loss or damage :

1. Chromebook Replacement - \$265.00
2. Chromebook Screen - \$130.00
3. Chromebook Keyboard/touchpad - \$140.00
4. Chromebook Charger - \$30.00
5. Chromebook Battery-\$80.00
6. Chromebook Charging Port-\$89.00

VI. Privacy

- A. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.
- B. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

VII. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes only and students are to adhere to the MCCSS Digital Citizenship Agreement at all times. Violations of the school's Code of Conduct or the Agreement will be addressed and can impact a student's discipline record.

Students are being provided with a device to allow access to their educational programs in a variety of settings, including off of the MCHS campus. Even while off of school property, they are to only be used for educational purposes. For this reason, parents are reminded to treat the Chromebook at home as any other personal electronic device. It is recommended that Chromebooks be turned in and charged at night in a designated location in the home and not in the student's' bedroom. This may be a good opportunity to create or review a Family Technology Usage plan. There are many examples available online so you can determine what works best for you and your student.

**** A Chromebook is a laptop running Chrome as an operating system. This means that the Chromebook does not have a "hard drive" and does not have its own memory. Having WIFI or Internet availability off of our campus is needed for the Chromebook to be fully functional. There are several places in our community that offer free WIFI and many families use portable data devices.***