

# Milan Community School Corporation (MCSC)



## Milan Elementary School Chromebook/iPad Policy Handbook

The policies, procedures, and information within this document apply to all Chromebooks and iPads used at Milan Elementary School by students, staff, or guests including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for the use of these devices in their classroom.

The Milan Community School Corporation Acceptable User Policy regarding Internet access and use is available for viewing on the school website at [www.milan.k12.in.us](http://www.milan.k12.in.us) and will be the governing document, in addition to the Milan Elementary School Student Handbook, for access by all users at Milan Elementary School. Users who disregard this policy and its accompanying guidelines by have their use privileges suspended or revoked, and disciplinary action taken against them.

## Receiving Your Device:

Devices will be distributed each fall during the first week of school. Students in grades K-2 will receive an iPad; those in grades 3-4 will be issued a Chromebook. ***Parents & Students must sign and return the Device Rental and Technology Use Agreement and the Parent/Student Pledge document before the device will be issued to their child.*** This document will need to be signed during student registration or during new student enrollment.

### Insurance:

Milan Community School Corporation (MCSC) offers Chromebook/iPad insurance that may be purchased prior to deployment of the device to your child. The annual fee will be \$25 per device and must be paid at student registration or prior to the first claim. Details of this policy are on page 7.

### Training:

Students will be trained on how to use their device by their homeroom teacher. Training documents and videos will be available online for students to refer to when needed.

### Return:

Student devices and accessories (charger and case) will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of MCSC will be required to return their device and accessories. If a device and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

## Taking Care of Your Chromebook and iPad:

Students are responsible for the general care of the Chromebook or iPad which has been issued to them by the school. Devices that are broken or fail to work properly must be reported via the technology ticket system. If a loaner device is needed, one will be issued to the student until their device can be repaired or replaced.

### **General Precautions:**

- Treat this equipment with as much care as if it were your own property – you may have the opportunity to purchase it for a reduced price at the end of the rotation cycle.
- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker, or desk, or wedged into a book bag as this may break the screen.
- Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop or iPad.
- Always bring your device to room temperature prior to turning it on.
- Do not let anyone use the device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.

### **Carrying the Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in the school issued case is required when not in use.

### **Screen Care:**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- 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. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

### **Carrying the iPad:**

- When moving with the iPad, be sure to hold it securely with both hands.
- Always store the iPad in the school-provided protective case.
- Do not grab and squeeze the iPad, as this can damage the screen and other components.

### **Screen Care**

- The iPad screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not clean the iPad or case with anything other than approved iPad cleaners. Never use anything abrasive. The protective film must remain in place for the entire rotation cycle during school use.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Never leave any object on the iPad.

## **Using Your Chromebook and iPad**

### **At School:**

The Chromebook and iPad are intended for use at school each and every day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher.

### **At Home:**

At designated times throughout the school year, all students may be allowed to take their devices home at night. Devices **must be brought to school each day in a fully charged condition**. Students need to charge their devices each evening and bring them ready for use daily. Repeated violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

**Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. (Students are encouraged to bring earbuds or headphones.)

**Printing:**

*At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of assignments.

*At Home:* The devices will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

## **Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive. Students using Chromebooks may also save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

## **Personalizing the Chromebook or iPad:**

**Chromebooks and iPads must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Milan Community School Corporation. Spot checks for compliance will be done by administration or MCSC Technicians at any time.**

Students may add appropriate music, photos, and videos to their devices. Personalized media are subject to inspection and must follow the Milan Community School Corporation acceptable use policy.

Students may only use their school issued username and password to log on to their Chromebook. Any additions or downloads to your Chromebook must be school approved. If the student violates this policy, the student will be referred to the office and the student handbook will be followed.

## **Software on Chromebooks:**

**Originally Installed Software:**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

**Virus Protection:**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

**Additional Software:**

Students are unable to install additional software on their Chromebook other than what has been approved by MCSC.

**Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

**Procedure for Restoring the Chrome OS:**

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

**Protecting & Storing Your Chromebook and iPad:****Chromebook and iPad Identification:**

Devices will be labeled in the manner specified by the school.

Devices can be identified in the following ways:

- Record of serial number and MCSC asset tag
- Individual’s Google Account username

*Under no circumstances are students to modify, remove, or destroy identification labels.*

**Storing Your Chromebook and iPad:**

When students are not monitoring their devices, they should be stored in a safe place. Nothing should be placed on top of the device. Chromebooks and iPads should never be stored in an unattended vehicle.

**Storing Devices at Extra-Curricular Events:**

Students are responsible for securely storing their devices during extra-curricular events.

**Chromebooks and iPads Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised devices will be confiscated by staff and taken to the Principal’s office. Disciplinary action will be taken for leaving a device in an unsupervised location.

# Repairing or Replacing Your Chromebook or iPad:

## Devices Undergoing Repair:

- Loaner devices may be issued to students when they leave their device for repair at the Computer Lab Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner device.
- Repaired devices will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for device damage that is a result of misuse or abusive handling. Parents will be billed for Dell or Apple parts and labor.

## Milan Community Schools

## Program Summary

Our school has partnered with One2One Risk Solutions to provide accident protection for our technology initiative. Registering with One2One and purchasing a damage waiver will protect you from the cost to repair or replace your school-issued device and limit your responsibility to a per-occurrence deductible, should a loss occur.

Program Pricing		Effective Dates
Damage Waiver Cost	\$25	Coverage extends from the date of purchase through the end of the school year.
Limit of Liability	\$ Replacement Cost	
Coverage		Exclusions
Accidental Damage		Any dishonest, fraudulent, malicious or criminal acts
Cracked Screens		Any use not in accordance with District Acceptable Use Policies
Fire		Additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged.
Lightning		Any loss to software, data, documents, music, videos, recordings or other personal information that I have placed on the device
Liquid Damage		Disappearance of the device not reported to local law enforcement
Electrical Surge		
Computer peripherals		
Damages to Loaner/Replacement Device		
Loss/Theft*		
*This claim requires a police report to be filed.		

Annual Deductible Schedule	
Accidental Damage Claim # 1	\$ 25
Accidental Damage Claim # 2	\$ 50
Accidental Damage Claim # 3	\$ 100
Lost or Stolen Claim	\$ 100

**Program Details:**

This program is being offered on an optional basis. If you chose to opt-out of the damage waiver program during enrollment you may be responsible to pay the full cost of any repair or replacement to the device or peripheral unit.

***Please visit [www.one2onerisk.com](http://www.one2onerisk.com) and select "Enroll my Device" to get started.***

## Lost or Intentionally Damaged Device and Accessories:

A device or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

## Chromebook Technical Support:

The Tech Office located in the Computer Lab will be a point of contact for repair of devices. After a technology ticket is received, services provided by the Tech Office include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks or iPads
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook or iPads to factory default
- System software updates

## Technology Acceptable Use:

### General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at MCSC. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Milan Community School Corporation.
- Access to the MCSC technology resources is a **privilege** and not a right. Each employee, student, and/or parent will be required to follow the rules of the Corporation's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- Students may add appropriate music, photos, and videos to their devices. Personalized media are subject to inspection and must follow the MCSC Acceptable Use Policy.
- All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Chromebook/iPad Policy Handbook) contains.

### Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

**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 the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the MCSC 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.

**Email:**

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the MCSC. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other MCSC students and faculty.

**Cameras:**

- Students have no expectation of confidentiality or privacy with respect to any usage of a school-issued electronic device, regardless of whether that use is for school or personal purposes. MCSC may, without notice or consent, supervise access, view, monitor, and record use of the devices at any time or any reason related to the operation of the school.
- By use of devices, students agree and consent to the access, monitoring, and recording of their use.
- Random computer searches will cover history, downloads, and files.
- Electronic communications using MCSC technology resources are public records and may be disclosed in accordance with public records laws. All communications, including text and images may be subject to review by law enforcement or other third parties without the prior consent of the sender or the receiver.
- The use of cameras on any type of electronic device is strictly prohibited in locker rooms and restrooms.
- Sexting, cyberbullying, inappropriate recording or posting personal information about another person with the intent to defame or cause harm is unacceptable.

**Consequences:**

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook/iPad Policy Handbook or the Corporation's Acceptable Use Policy will result in disciplinary action as outlined by the student handbook and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The Corporation cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

# Chromebook and iPad Rental Agreement

## Student/Parent Device Use Agreement:

In this agreement “device” refers to a Dell Chromebook or an Apple iPad and all its components, software, battery, and charger. By signing the Device Rental Agreement the parent and student agree to:

- Comply at all times with the Milan community School Corporation’s Chromebook/iPad Policy Handbook and its guidelines as well as the MCSC Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Devices are assigned to a single individual and are not to be shared.
- Legal title to the device is in the School Corporation and it shall remain in the School Corporation. The student’s right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook/iPad Policy Handbook.
- If the property is accidentally damaged or incurs loss due to an act of nature, MCSC will assess the damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student’s parents/guardian involved in the loss of property. Loss or theft of the device must be reported to the School Corporation by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
- Students not complying with the terms of this Agreement and the Chromebook/iPad Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence or other location of the device to take possession.
- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School Corporation of upon student withdrawal from the MCSC.
- Your failure to timely return the property and the continued use of it for non-school purposes without the school’s consent will be considered unlawful appropriation of school property.

# STUDENT/PARENT DEVICE RENTAL AGREEMENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

*Milan Community School Corporation*

## **Student Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## **Parent Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## **Student Technology Acceptable Use Agreement**

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the MCSC Acceptable Use Policy Guidelines as stated in this document.

I agree to abide by the guidelines and regulations pertaining to the use of technology as stated in the MCSC Network and Internet Access Acceptable Use Expectations and Board Policy available on the corporation webpage or in hard copy upon request. I understand that if I violate the agreement, my access can be terminated and I may face other disciplinary measures.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parent/Guardian Agreement**

In consideration of the privileges and opportunities afforded by the use of the MCSC technology and computer resources, I hereby release the MCSC and its agents from any and all claims of any nature arising from my student's use or inability to use the MCSC technology and computer resources.

I have read the MCSC Network and Internet Access Acceptable Use Expectations and hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes, but is not limited to claims that may arise from the unauthorized use of the network components.

I give permission for my child to access all components of the district electronic network, which includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes.

This agreement is valid as long as the student is enrolled at Milan Community School Corporation.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Milan Community School Corporation Chromebook/iPad Policy Handbook Parent and Student Pledge

- I will take good care of my Chromebook or iPad and know that I will be issued the same device each year if appropriate to my grade level. (K-2 receive iPads; Grades 3-4 receive Chromebooks)
- I will never leave my device unattended in an unsecured or unsupervised location.
- I will never loan out my device to other individuals.
- I will know where my device is at all times.
- I will charge my device's battery to full capacity each night.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by always carrying it in a secure manner to avoid damage.
- I will use my device in ways that are appropriate for education.
- **I will not place decorations (stickers, markers, writing, etc.) on the device.**
- I understand that the device I am issued is subject to inspection at any time without notice and remains the property of Milan Community School Corporation.
- I will follow the policies outlined in the Chromebook/iPad Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my device, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the device, power cord/charger and in good working condition at the end of each school year.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Parents, please note that this document and also the one on the reverse side must be signed by both parent and student and returned to your child's teacher before your student will be issued an electronic device or given access to the Internet.***