



Laptop/Chromebook Manual 2023-2024

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NOTICE: The policies, procedures, and information within this document apply to ALL Laptop/Chromebooks used at Menominee Area Public Schools by students, staff, or guests including any other device considered by the Administration to fall under this policy. This document serves as a guide, and the district administration has the right to make necessary adjustments.

Laptop/Chromebook DEVICE

Menominee Area Public Schools will supply students with a Laptop/Chromebook device. This device is the property of the Menominee Area Public Schools. The supplied instructional device's function will provide each student access to the required educational materials needed for each student to be successful. The supplied device is an educational tool not intended for personal use including gaming, music, social networking, or high-end computing.

Receiving Your Laptop/Chromebook Laptop/Chromebooks

Will be distributed each fall during the first week of school or sooner. Parents & Students must sign and return the Laptop/Chromebook Policy Signature and Student Pledge document before the Laptop/Chromebook can be issued to their students. Return Student Laptop/Chromebooks and accessories (charger) will be collected at the end of each school year for maintenance over summer vacation. Menominee Area Public Schools will attempt to assure that students retain their original Laptop/Chromebook each year. Any student who transfers out of Menominee Area Public Schools will be required to return their Laptop/Chromebook and accessories. If a Laptop/Chromebook 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 and/or law enforcement.

Taking Care of Your Laptop/Chromebook

Students are responsible for the general care of the Laptop/Chromebook which they have been issued by the school. Laptop/Chromebooks that are broken or fail to work properly must be immediately reported to a teacher or the office. If a loaner Laptop/Chromebook is warranted, one may be issued to the student until their Laptop/Chromebook can be repaired or replaced.

General Precautions

- No food or drink is allowed next to your Laptop/Chromebooks while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Laptop/Chromebook.
- Students should never carry their Laptop/Chromebook while the screen is open unless directed to do so by a teacher.
- Laptop/Chromebooks should be shut down when not in use to conserve battery life.
- Laptop/Chromebook lids should always be closed and tightly secured when moving. Always support a Laptop/Chromebook from its bottom with the lid closed.

- Laptop/Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Laptop/Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop. Always bring your laptop to room temperature prior to turning it on.
- Laptop/Chromebooks should not be left in a car or unsupervised area.
- Vents on Laptop/Chromebooks should not be covered. This will cause the device to overheat.
- Laptop/Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Menominee Area Public Schools. Spot checks for compliance will be done by administration or Menominee Technicians at any time.

Carrying the Laptop/Chromebook

The protective shell of the Laptop/Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Laptop/Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Laptop/Chromebook is inside. Laptop/Chromebooks should not be carried by the screen. They should be supported underneath.

Screen Care

The Laptop/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 Laptop/Chromebook.
- Do not place anything near the Laptop/Chromebook that could put pressure on the screen.
- Do not place anything in a backpack 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 antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Laptop/Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Laptop/Chromebook Laptop/Chromebook Charging

Students that are required to take their Laptop/Chromebook home **must be brought to school each day in a fully charged condition.** Students need to charge their Laptop/Chromebooks each evening. Repeated failure to bring the Laptop/Chromebook fully charged to school will not only negatively impact the student's education, but will also result in a referral to administration for possible disciplinary action.

Account Access & Password

Students will only be able to log in to the Laptop/Chromebook using the @stu.gomaroons.org account. Take care of and protect your password. Do not share your password with anyone. Students should not use a personal email account on the device.

Monitoring of Use

In compliance with state and federal regulations, the district utilizes CIPA (Children's Internet Protection Act) compliant filtering. The district also uses third-party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to district tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using the district network or equipment.

When connecting from home, students and parents should be aware that a district account is still being used, so website monitoring is still being done. No matter the location, students are always using their accounts assigned by the school district. Parents are still advised to monitor all student activity on Laptop/Chromebook devices.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used with teacher permission.

Backgrounds and Screensavers

Inappropriate media may not be used as a screensaver or background. The presence of guns, weapons, violence, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures will result in disciplinary actions. The district reserves the right to determine what is appropriate.

Acceptable Use Guidelines

General Guidelines

- Students and parents will sign and review the Laptop/Chromebook Policy Handbook each year.
- Students are responsible for their ethical and educational use of the technology resources of Menominee Area Public Schools.
- 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 Laptop/Chromebook viruses.
- Any attempt to alter data, the configuration of a Laptop/Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Staff may randomly select students' devices for inspection

Privacy and Safety

- Do not go into chat rooms without permission for a specific classroom project. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Laptop/Chromebook equipment is the property of the Menominee Area Public Schools.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and the student should immediately notify their teacher.
- Report any suspicious or malicious activity i.e. email, files, etc. that contains inappropriate images, language, or questionable subject matter to a teacher or school administrator.

Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Students should appropriately cite all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the

Michigan penal code, Computer Crimes, will result in criminal prosecution or disciplinary action by the district.

Email Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered harassing/bullying, profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Email & communications sent/received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time and as applicable by law.

Consequences

- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are subject to applicable law.
- If a student continuously requests a loaner device, the administration will take appropriate action to determine the next steps and appropriate consequences
- Students With a Loss of Privileges
 - To protect the assets of the Menominee Area Public Schools, identified students will be required to turn in their Laptop/Chromebooks to the Office at the end of each day for a period determined by the administrator. The Office will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

At-Home Use

- It is very important to talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, Smartphones, and electronic games, movies, and radio. Menominee students will have access to their devices 24/7.
- As a parent/guardian, you will need to establish ground rules for Laptop/Chromebook use, outside of the school day. Although devices will be periodically checked for content and viewing history, it is important that you establish guidelines for your child while utilizing the Internet off-campus.

- Home discussions should take place on time length access of the Laptop/Chromebook while at home, location of use of the Laptop/Chromebook while at home, and storage of Laptop/Chromebook at home when it is not in use.

Protecting & Storing Your Laptop/Chromebook

Laptop/Chromebook Identification

Laptop/Chromebooks will be labeled in the manner specified by the school. Laptop/Chromebooks can be identified in the following ways:

- Record of serial number and Menominee Area Public Schools asset tag
- Individual's Google Account username
- MAC address

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

Storing Your Laptop/Chromebook

Menominee Area Public Schools is not responsible for lost or stolen Laptop/Chromebooks. Nothing should be placed on top of the Laptop/Chromebook. Students need to take their Laptop/Chromebook home with them every night. The Laptop/Chromebook is not to be stored in student lockers or anywhere else at school outside of school hours. The Laptop/Chromebook should be charged fully each night at the student's home. Laptop/Chromebooks should never be stored in a vehicle.

Storing Laptop/Chromebooks at ExtraCurricular Events

Students are responsible for securely storing their Laptop/Chromebook during extracurricular events. Athletes should check with coaches regarding a secure locker when visiting other schools. It is each student's responsibility to assure that the Laptop/Chromebook is properly secured. Laptop/Chromebooks Left in Unsupervised / Unsecured Areas Under no circumstance should a Laptop/Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extracurricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Laptop/Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Laptop/Chromebook in an unsupervised location.

Repairing or Replacing Your Laptop/Chromebook

Broken / Lost / Stolen Device

- Students and parents will be charged for Laptop/Chromebook damage. The charges will include parts and labor.
- Do not take district-owned Laptop/Chromebooks to any outside computer service for any type of repairs or maintenance. Menominee Area Public Schools will be the sole provider for repairs to any district-owned computer.
- If the device is lost, / misplaced/stolen, the student needs to report it to the Office. If the device is not found within 5 school days, the student/family will be charged to replace the Laptop/Chromebook. If the device is found in good working order after the student/family has paid for the replacement, the District will refund the appropriate amount.
- Students may be provided a loaner Laptop/Chromebook until a permanent Laptop/Chromebook can be assigned.

Schedule of Repair Costs – 2023-2024

- Replace entire device (lost, stolen, replacement for intentional damage) - \$350
- Labor for in-house cosmetic repair (stickers, writings, etc.) - \$20 per hour
- Replacement of charger - \$25
- Replacement of screen
 - Non-touch screen - \$100

Laptop/Chromebook Technical Support:

Students should report any Laptop/Chromebook issues to the office. This includes any operating problems or password security issues.

Menominee Area Public Schools Student/Parent Pledge for Laptop/Chromebook Use

1. I understand that the care of my Laptop/Chromebook is my responsibility.
2. I will follow Menominee Area Public Schools Acceptable Use Policy (AUP) at all times.
3. I will not attempt to bypass Menominee Area Public Schools filter under any circumstance.
4. I understand that my Laptop/Chromebook remains the property of Menominee Area Public Schools.
5. I will contact my teacher if the Laptop/Chromebook is broken or if I cannot get it to work.
6. I will be responsible for all damage or loss caused by neglect or abuse.

After reviewing the previously stated explanations and reviewing the Laptop/Chromebook Handbook on Menominee Area Public Schools webpage (gomaroon.org). I agree to the stipulations set forth in the Student/Parent Pledge for Laptop/Chromebook Use. Further, I acknowledge my agreement by borrowing this Laptop/Chromebook during the district's continuity of learning plan.

Student Name (Please Print): _____ Grade_____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent//Guardian Signature: _____ Date:_____

Parent/Guardian Email: _____

Asset Number: _____