Oxford Community Schools

School-Issued Device Handbook

2025-26

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OXFORD COMMUNITY SCHOOLS
WHERE THE GLOBE IS OUR CAMPUS

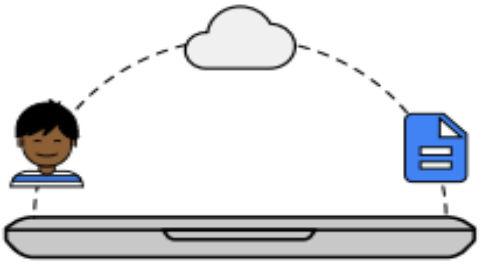
Introduction

What you've always wanted to know about Chromebooks in your child's classroom



Your child is using a Chromebook at school, and you have some questions. A Chromebook may be different than the computer you have at home, so we want to help you understand what a Chromebook is and how it's used at school.



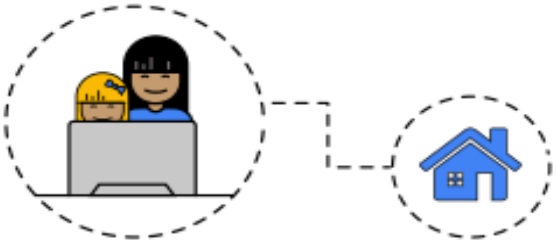


So...what is a Chromebook?

It's a laptop that runs on the Google Chrome operating system. The Chrome operating system is designed to work on the cloud, so that means everything—your files, your apps, even your desktop—lives online (not on your laptop) and is the same wherever you sign in. That means never misplacing your files or losing your work in progress (it's all right on the cloud). No wifi? Chromebooks also store files locally and work offline.

Why did our school choose Chromebooks?

Chromebooks are, by far, the #1 devices in schools because they're easy to use, versatile, and secure—we know trust is earned by protecting privacy and providing worry-free security. It helps that Chromebooks come as laptops and tablets with big screens and small screens, and entry models are affordable. They are built to be shareable. This means you and your child can use the same Chromebook and each have your own profile and files. In fact, in many schools, students share Chromebooks with each other.



Students can use their EDU accounts to continue **learning at home**

Google for Education



What does your child actually do on a Chromebook?

That varies from school to school, but the answer may be, "just about everything." Popular tools like Gmail and Google Docs make classroom collaboration easy, and there are apps to learn skills like video-making, podcasting, and coding. You may also have heard your child talk about Google Classroom. It's a tool some teachers use to help organize student classwork and assign homework and projects.

Here are some amazing things you can do on a Chromebook

Video editing
Tell stories with videos you produce yourself

Coding
Learn to code no matter what grade you're in

Drawing
Create art on your laptop

Want to know more? Here are some conversation starters with your child.

Do you have your own Chromebook at school, or do you share?

What is your favorite thing to do on a Chromebook?

What rules does your school have about using Chromebooks?

When do you use your Chromebook in school?

How has a Chromebook changed your school day?

What's the most amazing thing you can do or create with a Chromebook?



If you want to know more about Chromebooks, check out google.com/chromebook/for-families

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Expectations and Care

Distribution of School Issued Technology

Students in grade 6 and above will be issued a school-issued device for educational use throughout the school year. Depending on the student's grade level and district policy, the device may either be returned at the end of the school year or retained over the summer for continued learning.

Most students in grades 6 and above will be issued a Chromebook as their school-issued device. Distribution will be coordinated by each school's technology department, in partnership with the school principal and in alignment with school-specific procedures.

In certain cases, students may be issued a Windows-based laptop instead of a Chromebook if the requirements of their academic program or coursework necessitate the use of specific software or capabilities not available on a Chromebook.

Returning Your School-issued Device

a. End of Year. Senior students are required to return their school-issued device as part of senior obligations. Failure to turn in a school-issued device will result in the student being charged the full replacement cost (between $325 - $375 depending on the model). There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.
b. Transferring/Withdrawing Students. **Students that transfer out of or withdraw from the Oxford Community Schools must turn in their school-issued device**, cases, power supplies, and any other equipment issued with the school-issued device to their school on their last day of attendance. Failure to turn in the school-issued device will result in the student being charged the full replacement cost (between $325 - $375 depending on the model). There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

Taking Care of Your School-Issued Device

Students are responsible for the general care of the school-issued device

a. General Precautions



- No food or drink should be next to the school-issued device.
- Cords, cables, and removable storage devices must be inserted carefully into school-issued devices.
- School-issued devices should not be used or stored near pets.
- School-issued devices should not be exposed to extreme temperatures, such as leaving them in a car overnight during the winter.
- School-issued devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- School-issued devices must remain free of any writing, drawing, or non-removable stickers. Static-cling decals that peel off easily are permitted.
- Heavy objects should never be placed on top of school-issued devices.

b. Carrying Chromebooks



- Always use two hands to transport school-issued devices.
- Never lift school-issued devices by the screen.
- Never carry school-issued devices with the screen open.

c. Screen Care. The school-issued devices screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a school-issued device when it is closed.
- Do not store a school-issued device with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

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Using Your School-Issued Device At School

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

a. If a student does not bring his/her school-issued device to school
    - OHS and/or OMS students can visit the media center to **sign out a loaner Chromebook for the day** (if available) and **must return the Chromebook at the end of the day**.

b. School-issued devices being repaired
    - A student who has purchased the optional service contract will receive a loaner device until repairs can be completed.
    - A student who has not purchased the optional service contract must sign out a Chromebook on loan. The student will be able to keep the loaner Chromebook or receive their repaired school-issued device only once obligations are paid.
    - Only students who have purchased the optional service contract may take their loaner Chromebook home.

c. Charging school-issued devices
    - **School-issued devices must be brought to school each day with a full charge.**
    - Students should charge their school-issued device at home every evening.
    - Students can bring their charger to school.

d. Logging into a school-issued device
    - Students will log into their school-issued device using their school-issued Google Workspace account.
    - Students should never share their account passwords with others, including faculty and staff.

e. Managing and saving your digital work with a school-issued device
    - 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.
    - The district will not be responsible for the loss of any student work.

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Using Your School-Issued Device Outside of School

Students are encouraged to use their school-issued device at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. All students are bound by the Oxford Community Schools Acceptable Use Policy, and all other guidelines in this document wherever they use their Chromebooks.

Student Personal Devices

Due to Oxford Community Schools' network safety/security regulations students are not permitted to utilize their own personal computer during school hours. Any device that a student uses on the school district network must follow the AUP (Acceptable Use Policy).

Content Filter
The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or a member of the Technology staff to request that the site be unblocked.

Repairing/Replacing Your Chromebook

a. OHS and OMS Students
    - A student who has purchased the optional insurance will receive a replacement.
    - A student who has not purchased the optional insurance must sign out a Chromebook on loan. The student will be able to take the loaner Chromebook home or receive their repaired Chromebook **only once obligations are paid**. The loaned device might not be the same device type.
    - Chromebooks **on loan to students having their device repaired cannot be taken home. If the student accidentally takes the loaner device home, the Chromebook will be disabled at the end of the school day**.
    - A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
    - Students will be contacted when their devices are repaired and available to be picked up.
b. Elementary
    - Elementary students should let their teacher know immediately if their Chromebook requires a repair. The building tech will troubleshoot and resolve the problem. Note: Chromebooks used by elementary students stay in the classroom at all times.

OPTIONAL - Service Contract

For students in grades 6-12, there will be an **OPTIONAL School-Issued Device Service Contract available for purchase.** Oxford Community Schools strongly encourages families to purchase the optional Service Contract coverage. Please check with your building administrator if you need financial assistance.

Coverage with Chromebook and Laptop Protection Plan		
Accidental Damage	Fire/Flood	Cracked Screens
Drops	Power Surge	Liquid Spills

Appropriate Use as Digital Citizens

School-issued Chromebooks/Laptops should be used for educational purposes and students are to adhere to the OCS Acceptable Use Policy and all of its corresponding administrative guidelines at all times. Users have no rights or expectations of privacy when using district provided technology resources including school-issued devices and accounts. Users who disregard the AUP and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them per the Student Code of Conduct.

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Dear Oxford Parents/Guardians,

The district has invested in additional components to the GoGuardian online safety tool which now allows our district parents and guardians access to the GoGuardian Parent app. This mobile app will help keep parents/guardians aware of your children's activity on school-issued devices and provide you with additional controls during out-of-school hours. GoGuardian Parent is a companion to the classroom management and internet filtering tools that your child's school uses for devices issued to students. Through the use of this app, we hope to encourage more open and honest conversations between parents and children that will result in safer practices and responsible browsing habits. Below is further detail of what GoGuardian Parent app is and how you can download it to access your student's account.

What is a GoGuardian Parent?

GoGuardian Parent was created to help provide additional educational support to administrators and teachers by allowing parents to see what sites and documents their children are browsing and providing parents with additional internet controls at home. The app gives parents a bird's eye view of the apps and websites that their kids are on most often and control over school-issued devices during out-of-school hours. With this perspective, parents can be made aware of what types of browsing behavior schools are seeing from students so they can all work together to encourage more effective internet browsing habits at home and at school.

What's the intention of the app?

By providing insight and controls over student browsing activity, our goal is to empower parents to take a more active role in their children's online learning. We aim to create a greater sense of transparency with student browsing to help bring about a greater sense of accountability on both the parent's and the student's part. We also believe that transparency and insight will increase the likelihood of productive student browsing habits on a more consistent basis.

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What is included in this app:

- Top 5 summary of student browsing (apps, extensions, documents, and websites visited)
- Teacher interventions
- 30-day view of websites, videos, documents, apps, and extensions
- Ability to block websites on school-issued devices during out-of-school hours
- Ability to pause internet access on school-issued devices during out-of-school hours, either on-demand or at a scheduled time

To access the app, please follow the below instructions:

1. Download the app
    1. iPhone: Visit App Store, search for GoGuardian Parent, and tap the download button.
    2. Android: Visit Google Play Store, search for GoGuardian Parent, and tap the download button.
2. After the app is successfully downloaded and installed, open it up and enter your email associated with powerschool
3. Login/Check Email: Check your email on your phone for a link to log in to the app. Tap the "Verify your email", and it will take you straight to the app. *Note: If you don't have access to your email through the device you used to log in, tap on "Login with verification code", and copy and paste the verification code from the email into the app.*

If you have any further questions regarding your access to the GoGuardian Parent app please email Oxford District Technology Specialist Lyndsey McKenna at lyndsey.mckenna@oxfordschools.org.

Oxford Community Schools
School-Issued Device Service Contract
Optional Enrollment Form

OXFORD COMMUNITY SCHOOLS
775 W Drahner Rd
Oxford, MI 48371

Optional Service Contract cost is $25 per year per student for a Chromebook and $75 per year per student for a laptop:

Coverage:
Intentional damage and loss is not covered. Code of Conduct will apply.

Coverage with Chromebook and Laptop Protection Plan		
Accidental Damage	Fire/Flood	Cracked Screens
Drops	Power Surge	Liquid Spills

Chromebook Claims/Obligations:
- 1st repair claim/obligation: Loaner provided during repairs.
- 2nd repair claim/obligation: $25 deductible and loaner provided during repairs.
- 3rd repair claim/obligation: $50 deductible and no device replacement until current device is repaired

Laptop Claims/Obligations
- 1st repair claim/obligation: Loaner provided during repairs.
- 2nd repair claim/obligation: $75 deductible and loaner provided during repairs.
- 3rd repair claim/obligation: $150 deductible and no device replacement until current device is repaired

By enrolling in the Optional Service Contract, the Parent/Guardian is agreeing to the following statement:

By enrolling in the optional Service Contract, "I certify that my student's device is not presently in need of repair and is in good working order."

Please click on the following link to enroll and submit payment:
e~Funds for Schools

If you decline the optional Service Contract - please note the Student/Parent/Guardian will be responsible for any damage to their Chromebook or Laptop. Obligation costs are on the next page.

SCHOOL-ISSUED DEVICE OBLIGATION FORM

To be completed by the building tech
In concordance with the Technology Resource Use Agreement

OXFORD COMMUNITY SCHOOLS
775 W Drahner Rd
Oxford, MI 48371

STUDENT NAME_____ DATE_____

PARENT NAME _____ PHONE #_____

CHROMEBOOK/LAPTOP SN _____ OXTAG_____

Claims/Obligations:

- 1st repair claim/obligation: device loaner provided but remains in the school - , Obligation issued
- Additional repair claim/obligation: device loaner provided, IF previous obligation has been paid

TYPE OF OBLIGATION (estimates based on model of device):

- BROKEN SCREEN - $85
- HINGES (not visible) - $42
- HINGE COVERS - $47
- KEYBOARD/PALMREST - $99 (INCLUDING MISSING/BROKEN KEYS/NO TOUCHPAD)
- MONITOR BEZEL - $59
- LCD BACK COVER - $71
- POWER ADAPTER - $20
- SYSTEM BOARD –$225
- FULL CHROMEBOOK REPLACEMENT – (Cost dependent on model: $325-$375)

Note: This is only a first level check. If additional/obscure damage is found by hardware tech, this will be added to the students Powerschool account within 30 days and will result in additional charges communicated to the family.

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AMOUNT DUE $_____

STAFF SIGNATURE_____

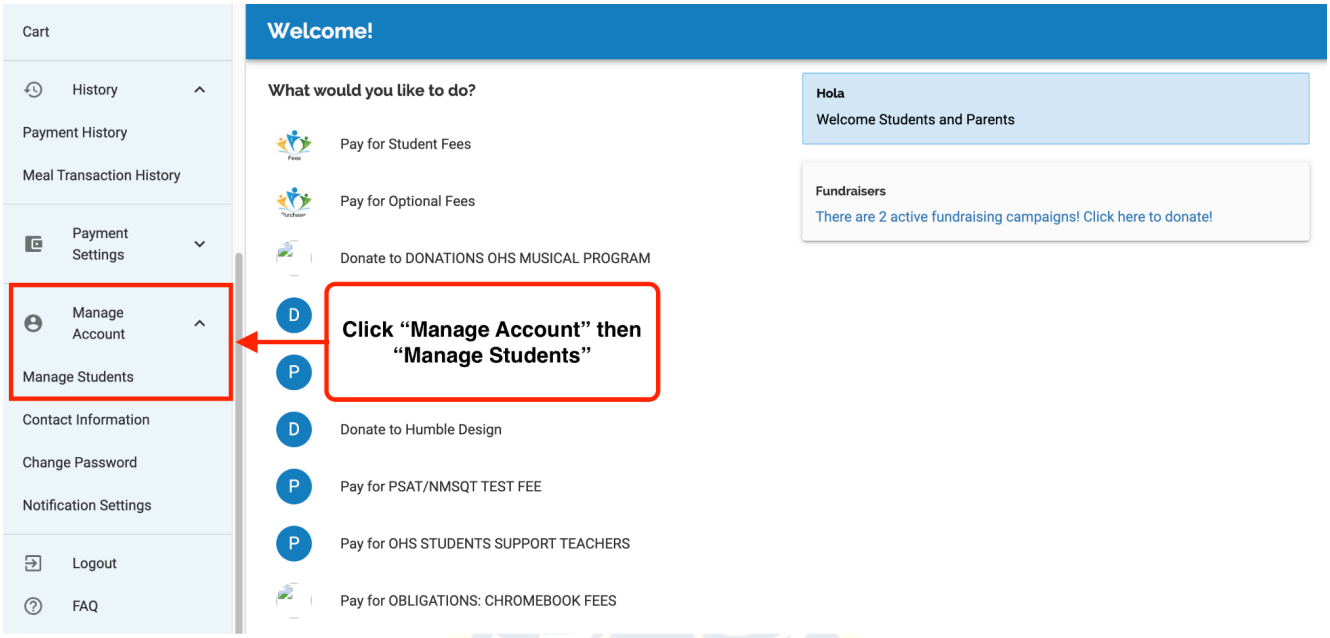
STUDENT SIGNATURE_____ OBLIGATION PAID_____
DATE

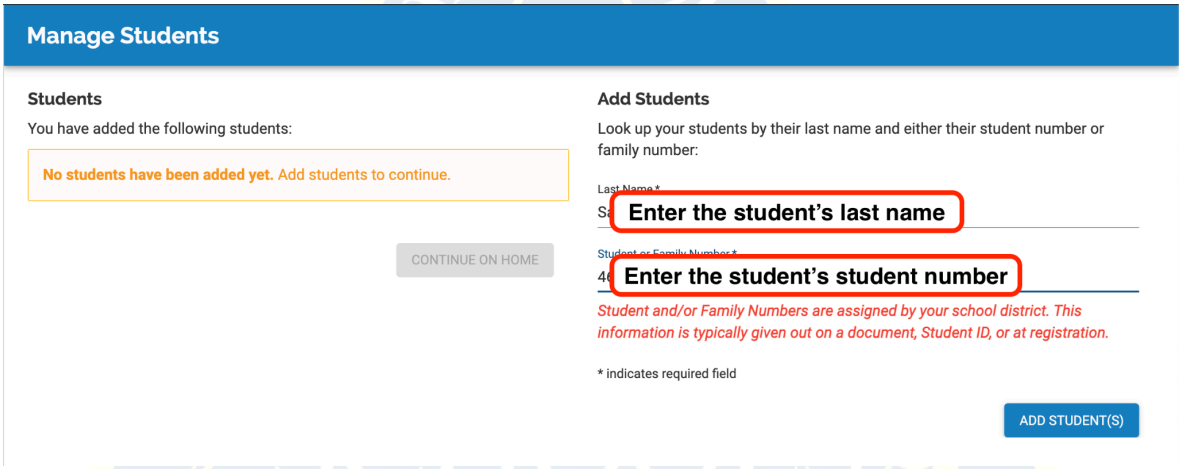
1 copy – Parent
1 copy – Building Principal
1 copy - Building Tech

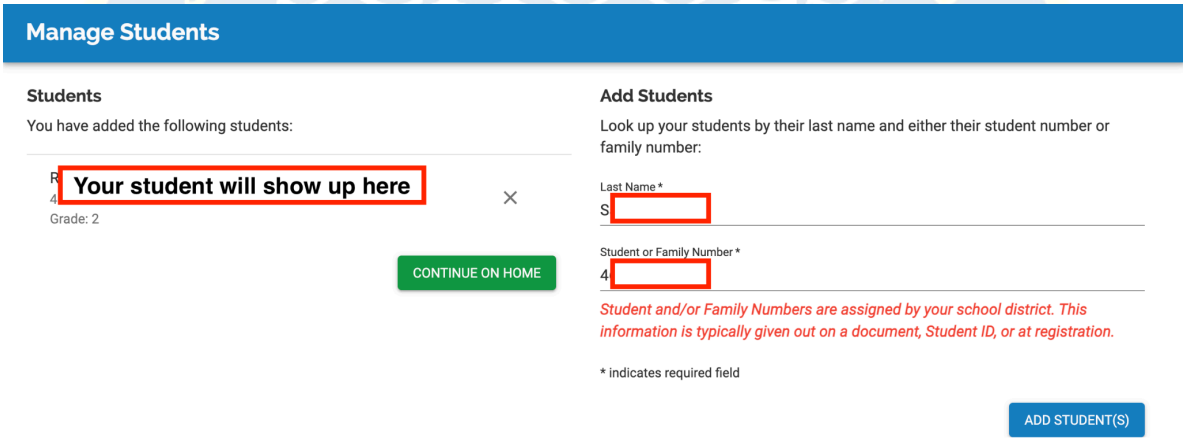
Revised: 8/2025

e-Funds for Schools Parent Instructions Guide

e~Funds for Schools



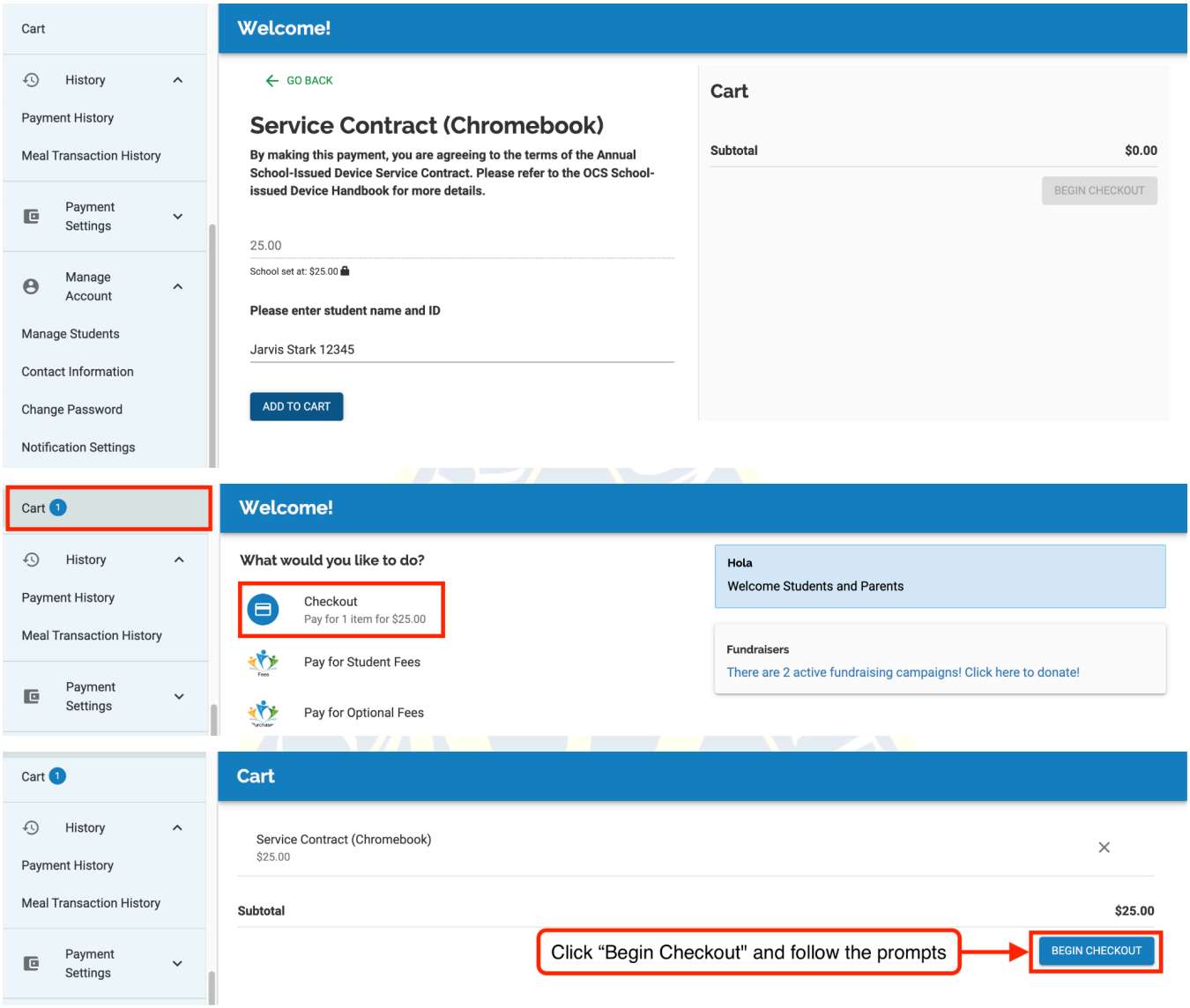




e-Funds for Schools:

To Pay for Chromebook or Laptop Service Contract

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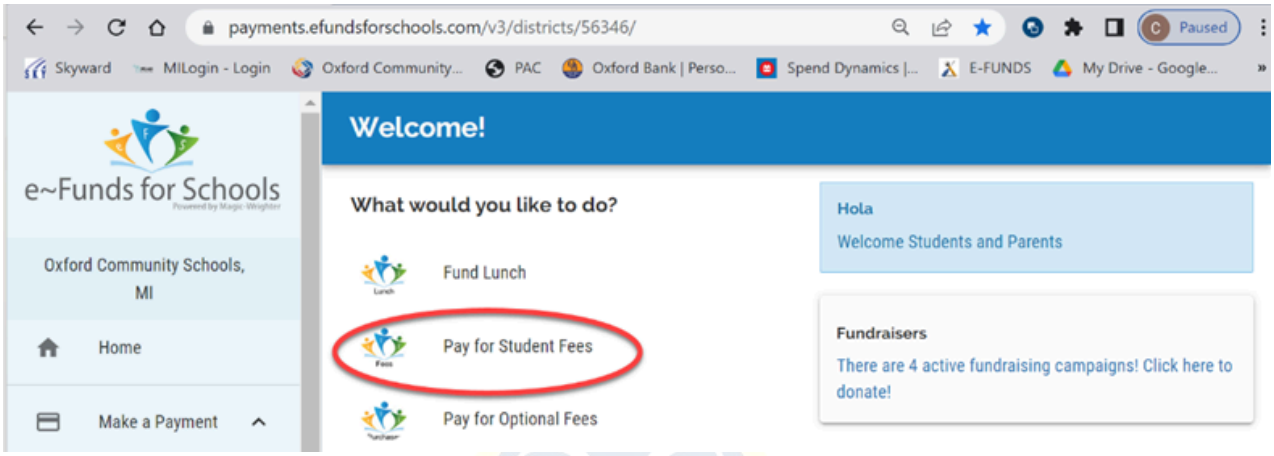


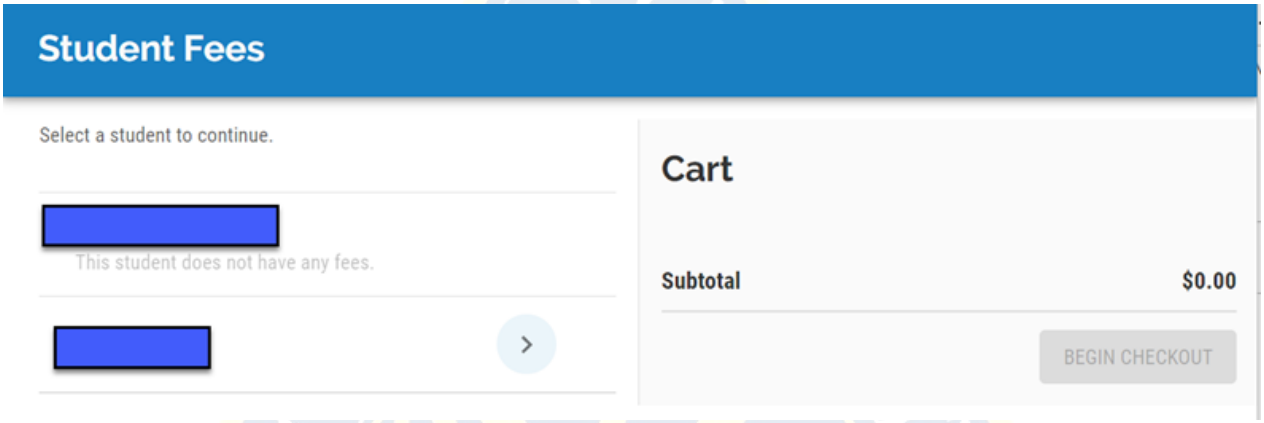
The optional Chromebook Service Contract is $25 per student. If you have more than one student you are adding insurance for, please pay $25 (Chromebook) and enter student ID for each individually.

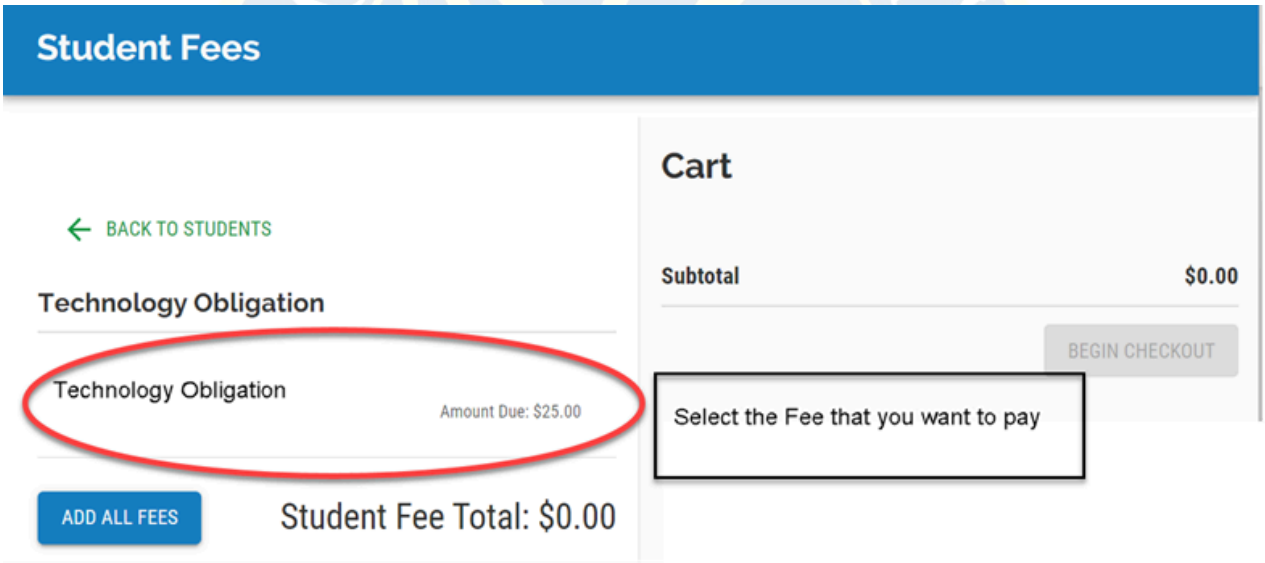
The optional Laptop Service Contract is $75 per student.

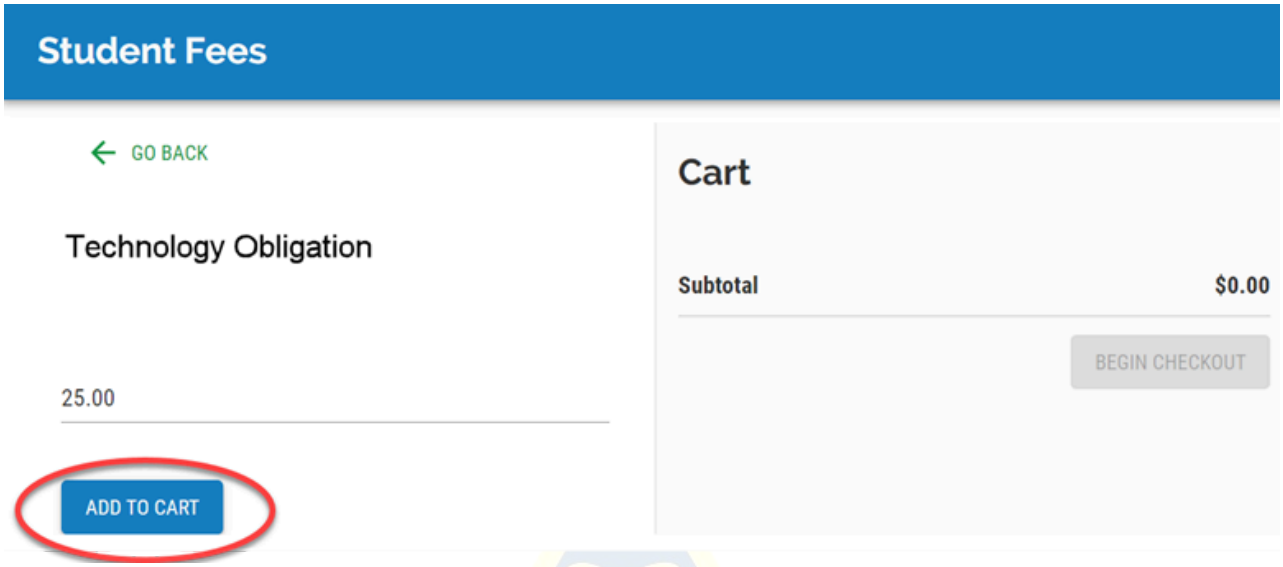
e-Funds for Schools: To Pay for Technology Obligations

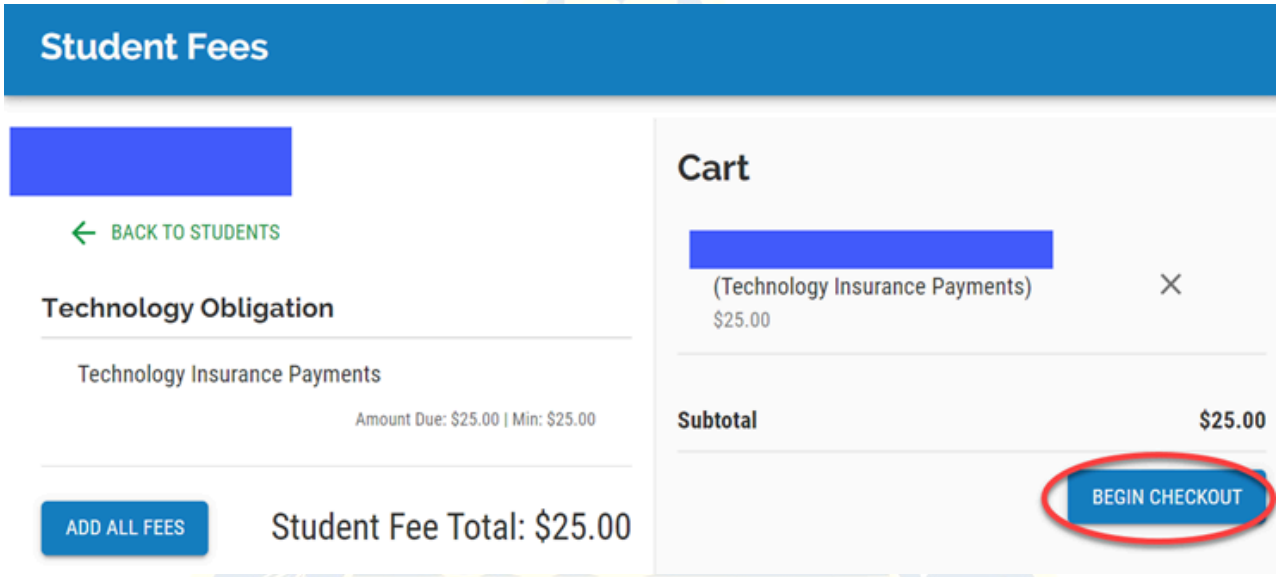
e~Funds for Schools











You have 2 options for payment.

1. Credit/Debit card – There is a convenience fee for this type of payment processing.
2. Direct Debit – The district is absorbing the convenience fee, and you will not have any additional charge with this type of payment processing.

Series 3000: Operations, Finance, and Property

3100 General Operations

3116 District Technology and Acceptable Use

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

A. Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

   a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;

   b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

   c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.

3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.

4. The District will put forth it's best effort to prohibit access by minors to inappropriate matter on the internet.

5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.

6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.

7. The District will put forth it's best effort to restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, and any other material harmful to minors.

8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students and their parent/guardian.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:

   a. use of District technology resources is a privilege that may be revoked at any time;

   b. a user has no expectation of privacy when using District technology resources;

   c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;

   d. District technology resources may not be used to bully, harass, or intimidate others;

   e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and

   f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.

2. Provisions to protect the integrity of District technology resources, including a

requirement that each user only access the resources by using that user's assigned user name and password.

3. A list of what constitutes misuse of District technology resources.

4. A prohibition against:

   a. accessing other user accounts or files without authorization;

   b. conducting personal business or activities;

   c. accessing pornography;

   d. communicating inappropriately with students;

   e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and

   f. accessing or downloading unauthorized software or programs.

5. A requirement that users report any material that is threatening, harassing, or bullying.

6. A release of all claims and liability against the District for use of District technology resources.

C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

D. State Assessments

During the administration of state assessments (e.g., WIDA, M-STEP, etc.), unless otherwise permitted by this subsection, students and District personnel, including those individuals acting as test administrators, are prohibited from possessing, using, wearing, or otherwise accessing any electronic devices not being actively used for testing purposes when in an active testing session or while on a break when in an active testing session. Pictures, videos, or other communications regarding test content are prohibited during all testing and breaks.

For the purposes of this subsection, an "electronic device" includes any electronic device that can be used to record, transmit, or receive information not used for testing, including but not limited to computers, tablets, iPads, e-readers, smart watches (including Fitbits), smartphones and cell phones, Bluetooth headphones or smart earbuds, or smart glasses.

The Superintendent and building principals are authorized to develop additional building-level rules related to state assessments so long as those rules are not in conflict with this subsection.

1. Students

a. Students shall leave all electronic devices outside of the testing room or shall power off all electronic devices and surrender them to the test administrator for collection prior to beginning the testing session.

b. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, unless the student is required to possess the device, in which case the test must be administered to the student by a test administrator in a one-on-one setting and the student must be actively monitored at all times while testing.

c. During the testing sessions or breaks, students may not access any additional websites or applications on a device used for testing.

2. Test Administrators

a. Test administrators or other District personnel monitoring or troubleshooting the administration of state assessments must:

i. Ensure that all background applications and alternative websites are disabled on testing devices.

ii. Actively monitor students in the testing room and verify that students do not have access to additional electronic devices before, during, and after testing, including breaks.

iii. Refrain from disturbing the testing environment, including through texting, speaking, or using electronic devices for non-testing purposes (e.g., to complete other work). Test administrators must silence all electronic devices.

b. Test administrators may use electronic devices to alert other personnel of issues or emergencies requiring assistance. Such other personnel may use their electronic devices for troubleshooting purposes, but should exit the testing room when engaging in those communications.

3. Penalties

The failure to comply with this subsection may result, as applicable, in employee or student disciplinary action and such consequences as deemed necessary or appropriate by the Michigan Department of Education (e.g., invalidation of an individual student's test, or misadministration of the entire testing session and invalidation of all the students' tests).

E. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a "Qualifying School Library") will limit minors to only use or view

those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor's parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.

2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.

3. As used in this Policy, "terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted: July 1, 2024

Date revised:

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