Madison Central School District

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Chromebook Handbook

2023-2024

Madison.K12.SD.US

District Mission Statement: "To educate all students to fully achieve their personal and academic potential as lifelong learners skilled in communication, problem solving, and global responsibility."

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The policies, procedures, and information within this document apply to all Chromebooks used at Madison High School, including any other device considered by the principal to come under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

1. Receiving Your Chromebook

Chromebooks will be distributed each fall during the first day of school. Parents & students must sign the Chromebook Protection plan and the Information Security, Acceptable Use and CIPA Policy before the computer can be issued to their child. The Chromebook Protection plan outlines three options for families to protect the computer investment for the school district. Please review the Chromebook Protection Plan included in this handbook.

Student Chromebooks will be collected at the end of each school year for maintenance, cleaning, and software installations. All Chromebooks are property of MCSD and are subject to the same guidelines as other school property.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Help Desk.

2.1 General Precautions

- Food and beverages can damage your Chromebook. Students will be responsible for damages caused by food and beverage spills.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Chromebook electrical cords should not be wound tightly while being stored.
- Students should never carry their Chromebook while the screen is open, unless directed to do so by a teacher.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Madison School District.
- Chromebooks must never be left in a vehicle or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.

2.2 Carrying Chromebooks

These guidelines below should be followed:
- Chromebooks should always be within a protective case/backpack when carried.
- Some carrying cases/backpacks can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- The Chromebook must be properly closed before placing it in the carrying case/backpack.

2.3 Screen Care

The Chromebook screens 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 the top of the Chromebook when it is closed.
- Do not place anything on top or near the Chromebook that could put pressure on the screen.
- Do not place anything in the bag, backpack or other carrying device that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g., pens pencils, paper….)
- Clean the screen with a soft, dry cloth, or anti-static cloth.

3. Using Your 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 must bring their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

3.1 Chromebooks Left at Home

If students leave their Chromebook at home, they may phone parents to bring them to school. Until the Chromebook is brought to school, students will participate in classes without their Chromebook.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair at the Technology Department.

3.3 Charging Your Chromebook's Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebook each evening. In cases where use of the Chromebook has caused batteries to become discharged, students will be able to connect their Chromebook to a power outlet in class.

3.4 Sound

Sound must always be muted unless permission is obtained from the teacher for instructional purposes.

3.5 Printing

Students may use printers in classrooms and library with teacher's permission during class or breaks.

3.6 Deleting Files

Do not delete any files that you did not create. Deletion of certain files can affect your Chromebook's performance.

3.7 Music and Programs

Music is not allowed to be played on the Chromebook during school hours without permission from the teacher. Students must use headphones to listen to music when permission is granted from the teacher and when listening to music in common areas.

3.8 Games and Obscene Material

Games are not allowed to be played on the Chromebook during school hours unless the game is educational in nature and permission is granted by the teacher. Disciplinary action for playing non-academic games in the classroom will be handled according to the policy stated in the Student Handbook.

Violent games and Chromebook images containing obscene or pornographic material are strictly prohibited at any time and will result in disciplinary action.

4. Managing Your Files, and Saving Your Work

Students may only log-in under their assigned username. Students may not share their password with other students.

4.1 Saving to Google Drive

Students will be logging onto the MCSD network. Students will have their own user account and Google Drive account with ample space to save school-related work.

The Chromebook will be set up with Google Drive accessed through Google Chrome which students should save their work. When a student adds a document to Google Drive, he/she will have access to the files anywhere there is an Internet connection.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

5. Chromebook Software

5.1 Originally Installed Software/Applications/Extensions

The software, applications, or extensions originally installed by the technology department must remain on the Chromebook in usable condition and be always easily accessible.

The Chromebook is supplied with all software or apps requirements for classes at MCSD.

From time to time, the school may add software, applications, or extensions for use in a particular course.

5.2 Inspection

Students may be selected at random to provide their Chromebook for inspection.

5.3 Procedure for Re-loading Software

If technical difficulties occur or inappropriate software or apps are discovered, the Chromebook will then be wiped and re-formatted. The school does not accept responsibility for the loss of any software or apps deleted due to a re-format.

6. Student Acceptable Use of School Electronic Resources

6.1 General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Madison School District.
- Students are responsible for their ethical and educational use of the technology resources of the Madison School District.
- Access to the Madison School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Information Security, Acceptable Use, and CIPA Policy (EHAB, EHAB-E).
- 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 Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, school administration, or technology director, will be considered an act of vandalism and subject to disciplinary action in accordance with the MHS Code of Conduct.
- Teachers have a right to manage and/or restrict student use of the Chromebook, software, and internet within the confines of their class.

6.2 Privacy and Safety

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change Chromebook 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 to other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify a teacher, network administrator, or the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

6.3 Legal Propriety
- 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 MHS Academic Procedures and Policies. 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. Using someone else's document or work as your own is also prohibited.
- Use or possession of hacking software is strictly prohibited, and violators will face disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, will result in criminal prosecution or disciplinary action by the District.

6.4 Parental Responsibility
- Parents will be responsible for monitoring student's use of the Chromebook at home.
- Parents will be responsible for reviewing the Student Acceptable Use of School Electronic Resources with their child(ren)/student(s) found within the Student Handbook.
- Parents are asked to monitor their student's activities on the Internet on a regular basis. Parents are responsible for overseeing their child's use of the Internet while at home. Log files showing Internet activity are available to parents upon request to the building Administrator.

6.5 E-mail
- The state of SD email is the only email approved for school use. All use of other email services is prohibited.
- 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.
- Students should maintain high integrity regarding email content.
- Student school e-mail is subject to inspection by the school.
- Students may lose their email privileges if they are utilizing email inappropriately and if the administration feels that the email privilege has become an academic distraction for a student.

6.6 Consequences
- The student in whose name a system account and/or Chromebook hardware is issued will be always responsible for its appropriate use. Non-compliance with the policies of the Chromebook Handbook or Information Security, Acceptable Use, and CIPA Policy (EHAB, EHAB-E) will result in disciplinary action.
- Prohibited technology resources activities include, but are not limited to, the following: Chromebook Violations:
  - Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
  - Using games and other technology resources during class or during other inappropriate time without permission.
  - Downloading or transmitting multi-player games, music or video files using the school network.

- Vandalizing, damaging, or disabling technology property of the school.
- Accessing another individual's materials, information, or files without permission.
- Using the network or internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove, or install hardware components reserved for authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Consequences:
- 1st Offense-Office intervention or 1-week Chromebook suspension or resource suspension (email, internet, etc.)
- 2nd Offense: 3-week Chromebook suspension or resource suspension (email, internet, etc.); possible suspension/loss of offsite use of Chromebook.
- 3rd Offense: Chromebook suspended for remainder of the semester or not less than 3 weeks. Possible suspension/loss of offsite use of the Chromebook.

Chromebook Network Violations:
- Attempting to log on to the Internet or network (servers, routers, switches, printers, projectors, firewall) as a system administrator.
- Accessing or attempting to access other privileged accounts; attempting to exceed user rights, attempting to gain administrative rights.
- Bypassing or attempting to circumvent MCSD security protocols (firewalls, proxy servers, etc).
- Sending, accessing, uploading, downloading or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- Creating, uploading, or transmitting Chromebook viruses.
- Attempting to defeat Chromebook or network security.
- Attempting to download freeware, software, public domain software or other executable and/or installable software.
- Using tools or techniques to circumvent or bypass current security configurations (hacking).

Consequences May Include:
- Suspension/loss of offsite use of Chromebook
- Suspension of Chromebook
- Suspension with possible long-term suspension or recommended expulsion from school
- Possible referral to law enforcement authorities

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 Chromebook crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

7. Protecting and Storing Your Chromebook

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. The removal of labels is strictly prohibited, if label detaches for any reason, please bring the Chromebook to technology help desk to receive a new label. Chromebooks can be identified in the following ways:

- Record of serial number.
- Individual User account name

7.2 Password Protection

Students are expected to use and keep their logon password confidential to protect information stored on their Chromebooks. Disciplinary action may result due to actions of an unauthorized user.

7.3 Storing Your Chromebook

When students are not monitoring Chromebooks, they should be stored in a secured location. Students are encouraged to take their Chromebook home every day after school regardless of whether they are needed. Chromebooks should not be stored in a student's vehicle at school or at home.

7.4 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the commons, Chromebook lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. Unsupervised Chromebooks will be confiscated and taken to the office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location

8. Repairing or Replacing Your Chromebook

8.1 Chromebook Warranty

This coverage is purchased by the Madison Central School District as part of the purchase price of the equipment. Manufacturer warranties the Chromebook from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the Chromebook or Chromebook replacement. The manufacturer warranty does NOT cover damage caused by misuse, abuse, accidents, or Chromebook viruses.

8.2 Chromebook Repair Procedure

Students are expected to keep the Chromebook in good condition. Failure to do so may result in fines as specified below.

Protection Breakdown:

	1st Repair	2nd Repair	3rd Repair
Accident	100% School Coverage	50% School Coverage 50% Family Coverage	100% Family Coverage
Intentional	100% Family Coverage	100% Family Coverage	100% Family Coverage
Charger replacement is 100% family coverage regardless of circumstances, including but not limited to accidental damage, intentional damage, or a lost or stolen charger.			

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Repair Costs:

Component	Cost
Broken Screen	$50
Broken Keyboard	$45
Damaged/Lost Power Cord	$30
Chromebook Replacement	$250
Additional fees may be assessed depending upon Chromebook condition.	

8.3 Claims

All insurance claims must be reported to the high school office. In instances of theft, loss, or fire, students or parents must file a police or fire report and bring a copy of the report to the principal's office before a Chromebook can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the Madison Police Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

8.4 Technical Support

The Technology Department is located in room 517 in the high school and room B118 in the elementary. The technology department coordinates the repair work for Chromebook.

Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system of software configuration
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner Chromebook and batteries upon request from administration