

MACS 1:1 Device Policy

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MACS has significantly increased its technology infrastructure allowing the students in the schools upper grades 1:1 device access. To ensure the equipment is protected and cared for properly, the Board has defined use and responsibility below:

About the Chromebook

Chromebooks are laptop digital devices which run Chrome OS by Google as its operating system. They are designed to be used while connected to the Internet. All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. Chromebooks seamlessly integrate with the G Suite for Education (GSFE) suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheet), Slides (Presentations), Drawings, Sites, Forms and Classroom. There is a technology fee that must be paid before students may be issued a Chromebook. The only cost a student and his or her family may be liable for is covered in the 'Damages, Repairs and Warranties' section below.

Distribution and Collection of Chromebooks

- Chromebooks will be distributed at the beginning of each school year. Before a Chromebook will be issued to the student, parents/guardians and students must have a completed Chromebook Policy Agreement on file in the school office.
- If upon inspection of the device, there is evidence of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs.

Responsible Care

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 office for repair. A loaner Chromebook will be checked out to the student while the Chromebook is being repaired.

No Expectation of Privacy

No one should have any expectation of privacy or confidentiality regarding any usage of a Chromebook issued by the School, regardless whether the usage happens for school-related purposes or not. During school hours, without prior notice of consent, the School may access, supervise, view, monitor and record student use of Chromebooks at any time for any reason related to the operation of the School. Chromebook browsing history is always logged. From

time to time, the School may conduct random checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use. School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school during school hours. The built-in webcam will not be used to monitor students.

Chromebook Care: Student Expectations for Protecting and Storing Assigned Chromebook

General Care and Precautions

- Chromebooks must be plugged in by the end of the school day.
- Do not remove the identification tag or barcode from the Chromebook.
- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

Chromebooks are not allowed in unsupervised areas. Unsupervised areas include the school outside grounds, the Multipurpose room, bathrooms, special room, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be returned to the main office.

Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen. When moving a Chromebook, support it from the bottom with the lid closed.
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks, earbuds).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into a book bag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- Be careful when adjusting the screen angle, anything more than gentle pressure could cause damage..

Carrying Chromebooks

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Do not transport Chromebook with the power cord inserted.

Damages, Repairs and Warranties

All Chromebook problems must be reported to the technology teacher. The school will repair or replace damaged equipment resulting from normal use. Students will be asked to complete a damage report..

Repairs for damage

Students Guardian/Parent(s) are responsible for any of their child's actions that void the warranty (i.e. take the Chromebook apart; remove its parts, self-repair, etc.). Students Guardian/Parent(s) will be held responsible for the full cost of any parts replaced and associated labor costs due to such actions up to and including the cost of total replacement of the Chromebook.

Repair costs for damage and loss

- MACS will charge for the entire repair or replacement cost of the Chromebook and/or power adapters if damage or loss occurs due to the student's or other third party's intentional acts or as the result of their negligence in handling the device. See current fee schedule.
- In case of theft, vandalism or other criminal acts, whether at school or off campus, a police report MUST be filed with the local police department and a copy submitted to the front office.
- Replacement of a Chromebook at no cost to the student is at the discretion of school administration.
- Current fee/ replacement costs can be accessed in the Main Office.

Privacy of Content Backed Up to Cloud Storage

Content students' backup to cloud based storage cannot be guaranteed the same privacy as paper assignments that students turn in to teachers. Such content is subject to the policies of Google and/or Microsoft, which may not meet guidelines of Protection of Pupil Rights Amendment (PPRA), Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act (COPPA). By signing the Chromebook use agreement, parents are waiving their rights to the above guidelines for material that is backed up to the cloud.

Rights and Responsibilities

Use of school technology is a privilege and not a right. Actions performed on any school-owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of school technology will result in the associated disciplinary action as identified in the student handbook, 1:1 Policy Agreement, school administrative procedures and Board policies.

Student Rights/Responsibilities

- The student will treat the Chromebook with care.
- The student will only use pre-approved applications and resources.
- The student will use discretion when giving personal information when using the Internet.
- The student will not attempt to repair the Chromebook.
- The student will report damage or needed repairs immediately.
- The student will recharge the Chromebook each night.
- The student understands that all Chromebook use with the given login credentials will be monitored.
- The student will submit to a Chromebook audit when requested.

Student Conduct

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Respect Yourself:

- I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

Protect Yourself:

- I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts and resources.

Respect Others:

- I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not enter other people's private spaces or areas.

Protect Others:

- I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

Respect Intellectual Property:

- I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Acceptable Use

- The School's technology resources will be used for learning, teaching and administrative purposes consistent with the School's mission and goals. Areas associated with acceptable use include:
- Student Generated Work: All student work created on School's equipment or posted to online courses is the property of the school.
- Network Access: A student's assigned network access and use of School's provided e-mail is to be used only for identified educational purposes, both at home and at school.
- Cyber bullying/Social Networking: The School, as part of its age appropriate Internet safety curriculum, educates staff and students about appropriate online behavior, including rules of interaction with other individuals on social networking websites, cyber bullying awareness and response.
- Copyright: All users are expected to follow existing copyright laws.
- User Security Responsibilities: Usernames and passwords should be protected from unauthorized use at all times and should not be posted where others can view it.

Inappropriate Use Examples

- Attempting to repair hardware.
- Inappropriate web browsing or games
- Leaving equipment unattended or exposed to extreme heat or cold.
- Using the system for any illegal purpose.
- Using the network for financial gain or political activity.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account information without their permission.
- Pretending to be someone else when sending or receiving messages.
- Posting personal information about yourself or others (such as address and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder or plagiarizing content accessible through the Internet or electronic media.
- Intentionally introducing a virus to the system.
- Cyber bullying - posting messages or accessing materials that are abusive, obscene, sexually oriented, harassing, threatening, damaging to another's reputation or illegal.

- Responding to suggestive, obscene or threatening messages. Show such messages to an adult/teacher immediately.
- Gaining unauthorized access to restricted information or resources.
- Theft or abuse of school files (computer and electronic equipment).
- Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and/or password.
- Use of computing facilities or other communication devices to interfere with the work of another student, faculty member, or school office staff.
- Use of computing facilities or other communications equipment to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the school computing system.

Consequences for Inappropriate Use May Include

- Suspension of access to the system.
- Revocation of the computer system account or other disciplinary or legal action in accordance with Board policies and applicable laws.
- Assessment of the cost of damages to hardware/software.
- Disciplinary action as assigned by school administration.
- Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including expulsion from school.