

Monroe County Schools

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One to One Technology Use Policy

MONROE COUNTY SCHOOLS STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY (AUP)

PURPOSE: MONROE COUNTY SCHOOLS may provide and assign students a Chromebook for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about county expectations for students and families who are being issued these one-to-one (1:1) computing devices. In addition to this policy, the use of any county-provided technology or network also requires students to abide by the MCS Technology Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use county technology and that they understand the appropriate and acceptable use of both the technology and county network resources. We also expect that students will make a good faith effort to keep their county-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The student will:

1. Students will follow Monroe County's Acceptable Use Policy at all times.
2. Adhere to these guidelines each time the device is used at home and school.
3. No one other than the authorized user may use the device for any purpose, and the student and/or parents will be held responsible for any downloaded material or damage that results from use by an unauthorized person.
4. Charge their 1:1 device at home nightly, bringing it to school each day with a full charge (classrooms do not have the capacity for students to charge their devices during the day).
5. Use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either county owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible, ethical and polite manner.
6. Respect the Internet filtering and security measures included on the Chromebook. All student 1:1 computing devices are configured so that Internet content is filtered both when the student is at school and when on any other public or private network.
7. Use technology for school-related purposes only during the instructional day while refraining from use related to personal commercial or political purposes.
8. Follow copyright laws and fair use guidelines and only download or import music, video, or other content that students are authorized or legally permitted to reproduce or use. Students should not download music or videos unless directed and/or authorized by a teacher for an educational project or assignment, and material must be free from obscenity, profanity, etc., in compliance with county and state acceptable use policy.
9. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using county technology. Files stored and information accessed, downloaded or transferred on county-owned technology are not private insofar as they may be viewed, monitored or archived by the county at any time

RESTRICTIONS

The student will not:

1. Mark, deface, or place stickers on the Chromebooks. Students wishing to personalize their Chromebook may purchase an equivalent protective case that meets county guidelines.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files, or games from the Internet or other sources onto any county-owned technology.
7. Tamper with Chromebook hardware or software, attempt unauthorized entry into Chromebooks, and/or vandalize or destroy the Chromebook or Chromebook files. Intentional or negligent damage to Chromebooks or software may result in criminal charges.
8. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of county-provided 1:1 technology. In order to keep Chromebooks secure and damage free, please follow these additional guidelines:

- Do not loan your 1:1 device or charger and cords to anyone.
- Do not leave the 1:1 device in a vehicle or leave it unattended at any time.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity.
- Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- Do not stack objects on top of your 1:1 device, leave it outside, or use near water such as a pool.

Despite these safeguards, we understand that is always a risk that county-provided 1:1 technology may be damaged, lost or stolen. All students receiving 1:1 technology are encouraged to participate in a voluntary MCS Assurance Program, which is available to limit family liability for fines that may be imposed if damage or loss does occur. More details on the program can be found on the "MCS Assurance Program Facts & Enrollment Sheet" provided along with this policy. A MCS Assurance Program enrollment/waiver form must be submitted before 1:1 technology is issued to a student. If parents choose not to enroll in the Assurance Program then they will be fully responsible for the replacement cost of the device if lost, stolen, or damaged by the student.

MCS is not responsible for any loss resulting from use of county-issued technology and makes no guarantees that the technology or the county network systems that support student use will be available at all times. By signing this policy you agree to abide by the conditions listed above and assume responsibility for the care and proper use of MCS issued technology. You understand that should you fail to honor all the terms of this Policy, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the MCS Student Code of Conduct.

As the parent/guardian, my signature indicates I have read and understand this Required Use Policy, and give my permission for my child to have access to and use the described county-issued technology.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

As the student, my signature indicates I have read or had explained to me and understand this Required Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print): _____ School: _____ Student ID#: _____

Student Signature: _____ Grade: _____ Date: _____

Adopted by Board
Action August 2, 2016

Monroe County Schools Chromebook Guidelines for Students and Parents

This document provides detailed information to parents and students about how to care for the technology being entrusted to them.

1. Receiving a Chromebook a. Parent Signature

Parents are expected to sign the One to One Technology Responsible Use Policy during the online registration process and prior to the student receiving a MC-issued device.

b. Returning Student Distribution

Students and the parents of students who are receiving a MONROE COUNTY SCHOOLS device for the first time will attend a meeting/device distribution on one of the following dates: i. To Be Announced

c. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebooks from IT Office.

2. Returning the Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks, and charger. Failure to turn in a Chromebook and charger will result in the student being charged the full replacement cost of these items. The County may also file a report of stolen property with the local law enforcement agency.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from MONROE COUNTY SCHOOLS must turn in their Chromebook and charger to the principal's office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for each missing asset (chromebook, charger, case). Unpaid fines and fees of students leaving MONROE COUNTY SCHOOLS may be turned over to a collection agency. MONROE COUNTY SCHOOLS may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of the Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Students with Chromebooks that are broken or fail to work properly must take the device to IT Office as soon as possible so that they can be taken care of properly. County-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except when locked in their hallway locker.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate port on the Chromebooks.
- Chromebooks should not be used or stored near pets.
Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual during the school day or otherwise.
- If you leave your device in your vehicle, the vehicle should be locked and the device placed out of sight.

b. Carrying Chromebooks

Always transport Chromebooks with care. Failure to do so may result in disciplinary action. Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.

- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

c. Opening the Chromebook

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position. (Figure 1. Opening a Chromebook.)
- The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

d. Closing the Chromebook

- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the Chromebook using two hands--one at either corner of the screen (Figure 2. Closing a Chromebook.) Close the screen gently.



Figure 1: Opening a Chromebook.



Figure 2. Closing a Chromebook.

e. Screen Care

- The Chromebook 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 Chromebook when it is closed.
 - Do not store a Chromebook with the screen open.
 - Do not place anything in the protective case that will press against the cover.
 - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
 - Never lift the Chromebook by the screen.
 - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- f. Asset Tags**
- All Chromebooks will be labeled with a MONROE COUNTY SCHOOLS asset tag.
 - MONROE COUNTY SCHOOLS Asset tags may not be modified or tampered with in any way.
 - Students may be charged up to the full replacement cost of a Chromebook for tampering with a MONROE COUNTY SCHOOLS asset tag or turning in a Chromebook without a MONROE COUNTY SCHOOLS asset tag and/ or disciplinary action...

g. Chromebook Cases

Carrying cases for the Chromebooks will not be issued and are not mandatory. Students do have the option of purchasing a carrying case for their device that they will be allowed to carry during the day in the hallways and classrooms. The carrying case must be the appropriate size for the device. Oversized laptop cases will not be allowed. For the Chromebooks, the carrying case can be no larger than 11"X 14" and no more than 3" thick. Appropriate size carrying cases will be available for purchase at your school location.

4. Using Chromebooks a. Media

- Inappropriate media (pictures, music, movies, etc.) may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Inappropriate media (images, videos, etc.) may not be stored on or accessed on the Chromebook. The presence of such media will result in disciplinary action.

b. Audio

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones or earbuds may be used at the discretion of the teachers.
- Students will be required to provide their own personal headphones and/or ear buds (for sanitary reasons) and are expected to bring them every day.

c. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Student work should be stored in an Internet/cloud application, students will print directly from their Chromebooks at school to designated printers or students may log into a print station to print their work in the computer labs. Students are only to print content related to school assignments. If a student is caught printing material that is not school related will have their print capability turned off.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

d. Network Access and Security

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

e. Managing and Saving Digital Work With a Chromebook

- 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 from most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media (although many cloud-based applications, including Google Docs, automatically save work).
- The county will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Student Responsibilities a. Following Classroom Guidelines

Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.

b. Bringing the Chromebook to school

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

c. If a student does not bring his/her Chromebook to school

- Not having the device in class will be treated the same as if a student did not bring his textbook or homework to class.
- Students should indicate to their teacher that they do not have a Chromebook with them.
- Teachers may direct the student who has forgotten the Chromebook to seek the assistance of another student to view information.

d. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired in the IT office.
- A student borrowing a Chromebook must check out the loaner device and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home at the discretion of the MONROE COUNTY SCHOOLS technology department. (Students will receive an e-mail notice when their computer is ready. The loaned computer must be turned in to receive their Chromebook.)
- Loaner devices must be treated with the same respect as any other device as outlined in this document.

e. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- Charging will not be available in the classrooms. An uncharged Chromebook will be treated the same as a missing textbook or homework.

f. Using a Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet.
- Students are bound by the *Monroe County Schools Acceptable Use Policy Administrative Procedures*, the Chromebook agreement, and all other guidelines in this document wherever they use their Chromebooks.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the county.

a. Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

7. Content Filter

The county utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet access provided by the county filtered, protected and monitored by the county. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

8. Software a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education (GAFE) suite of productivity and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students will have the ability to download only school approved apps and extensions from the Chrome Web Store.
- Students may be asked to download apps or extensions as part of class work. Students are expected to follow instructions and be prepared for class by having apps or extensions that have been indicated by their teachers.
- Some web apps or extensions will be available to use when the Chromebook is not connected to the Internet.
- Apps are also subject to internet filtering.

9. Chromebook Identification

- a. The county will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device. Chromebooks will be checked in and out to the students in a very similar way to when library books are checked in and out.
- b. Each student will be assigned the same Chromebook for the duration of his/her time at MONROE COUNTY SCHOOLS. *Take good care of it!*

10. Repairing/Replacing Chromebooks

- a. All Chromebooks in need of repair must be brought to IT Office as soon as possible.
- b. Student technology assistants working in the Chromebook support area may analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.
- c. **Vendor Warranty**
 - Chromebooks include a one year hardware warranty from the vendor.
 - The vendor warrants the Chromebook from defects in materials and workmanship.
 - The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
 - The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for county-related or personal purposes, other than as specifically provided by law. The County may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the County. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Chromebook Resources

[Google for Education](#)

[52 Tips and Tricks for Students for Google Docs](#)

[What is a Chromebook?](#)

[100 Best Chromebook Tips, Tricks and Time](#)

[Savers](#)