

Chromebook Policies

Mansfield Christian School
2017-2018

Student Chromebook Policies

The policies, procedures and information in this document apply to all Chromebooks and technology at Mansfield Christian School (MCS). Teachers may set additional requirements within their classroom.

1. Each Chromebook will be assigned to an individual student.
2. Students should never “swap” or “share” their Chromebook with another student.
3. Chromebooks should be in a student’s possession, secured in a classroom, or locked in their locker.
4. When not in use, Chromebooks must be in the designated place in the classroom.
5. Chromebooks are never to be taken to gym class, restroom, or recess.
6. Students should never share their password(s) with another student. Passwords should always be kept confidential unless requested by teacher or administrator.
7. Students are responsible for bringing their Chromebook fully charged to school each day.
8. The MCS designated email can only be used for education purposes and for teacher assigned activities.
9. Students are expected to treat the Chromebook with care; students should not deface or destroy the Chromebook in any way.
10. Do not add stickers, pictures, wording, engraving, etc. to any part of the Chromebook.
11. Students should protect the Chromebook from extreme heat or cold.
12. Chromebooks should never be left in a vehicle, even if the vehicle is locked.
13. Students should exercise care when plugging and unplugging the power cord.
14. Chromebooks should be protected from weather, water and other liquids, foods, or pets.
15. Students should not eat or drink while using the Chromebook, or use the Chromebook near others who are eating or drinking.
16. Objects should not be placed on the Chromebook. This includes books, musical instruments, sports equipment, etc.
17. Never put anything on the Chromebook’s keyboard and close the lid. This includes earbuds, pens or pencils. This will crack the screen.
18. The Chromebook must be returned if a student withdraws from school prior to the end of the school year.
19. Students must turn in their Chromebook the last week of school. Chromebook will be issued to students the first week of school.
20. MCS retains control, custody and supervision of all Chromebooks, networks, and Internet services owned by MCS.

21. MCS reserves the right to monitor all activity by students. No expectations of privacy in the use of school devices including pictures, e-mail, stored files or Internet sites visited should be assumed by student users.
22. Students should be aware that Internet access email, and other media that are accessed, created, or stored on their devices are the sole property of MCS.
23. Using Chromebooks to visit sites that are inappropriate will result in disciplinary action; violations of Chromebooks Policies may result in disciplinary action.

Responsible students will:

- Stay on task with the use of the device.
- Respect teachers' instructions regarding the use of the device.
- Exercise good judgment when accessing internet content.
- Refrain from using the device to harass, threaten, embarrass, or bully others.

Cyberbullying

Cyberbullying is a form of harassment over the Internet or through the use of technology. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, digital pictures or images, website postings (including blogs), or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, or text messages. This type of behavior should be brought to the attention of administrators as soon as possible.

Email

MCS has provided students with a school-owned Google Apps for Education Account. This should be the student's primary account for school-related work and communication. Please understand that the school has the right to access this account at any time. There is no expectation of privacy for any activity conducted using the school's network or accounts. **All student email accounts are blocked from communication with any external email addresses (i.e. outside of the mcsflames.org network), and therefore cannot be used for general email communication.**

Chromebook Accessories

Students may use earbuds, external mouse, case or flash drive with their Chromebook. These items will not be furnished by MCS and is at the expense of the student/parent. A case for your Chromebook is strongly recommended for the protection of the device.

MCS Student Handbook

Please see the MCS Student Handbook for additional policies on technology use at MCS.

Elementary - http://www.mcsflames.org/upload/documents/Elementary/16-17_elementary_handbook_final_.pdf

Secondary - http://www.mcsflames.org/upload/documents/handbook_hs/hs_student_handbook_with_cover_2016-17_final.pdf

Parent/Guardian Responsibility

The focus of the 1:1 program at Mansfield Christian School (MCS) is to prepare students for their future, a world of digital technology and information. The use of technology will encourage students to solve problems and think critically by stimulating analytical thinking.

The policies, procedures and information in this document apply to all Chromebooks and technology at MCS. **Please be familiar with all of the policies** and assist the school in enforcing the policies at all times.

Using the Chromebook at Home

Online safety is an important shared concern for both school and families. The handling of connected technology devices such as computers, tablets, smart phones, and mobile phones can do much to affect student safety. Parents/guardians maintain the responsibility for monitoring student usage at home and putting into place appropriate measures to ensure student responsibility.

MCS owned student devices are issued with filtering software set-up on the machine to assist parents in helping to guide their child's online usage by blocking certain categories of web content.

The following practices are recommended:

1. Ensure that devices are used in "public" areas of the home. Families are a child's best filter. It is important to be present both for accountability as well as being available to answer questions that may arise from unexpected or inappropriate online experiences. Bedrooms should be considered off-limits for connected devices.
2. Have a designated overnight place for connected devices. School-aged children are not always good at self-regulating their device usage. Help your student get a good night's rest by storing cell-phones, computers, and other devices in a designated area other than where the child sleeps. This can help avoid late-night texting, all-night gaming sessions, and other unwanted situations you are not available to monitor.

Lost/Damaged

If the Chromebook is lost or stolen, a parent/guardian should immediately report the loss or theft to the office. Parents are responsible for the replacement of a lost or stolen Chromebook. If the Chromebook is damaged or not working properly, it must be turned in to the office with the completed Chromebook Incident Report (below). **Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for repair of the Chromebook.**

Parents/guardians/students will be responsible for the entire cost of repairs that are the result of willful damage to the Chromebook, case, or power supply/cord. In the event the Chromebook or power cord become lost or stolen, the parent/guardian/student will be responsible for the cost to replace them.

Repair costs are as follows:

- Screen \$104.99
- AC adapter \$59.99
- Keyboard \$15.99

CHROMEBOOK INCIDENT REPORT

The student listed below is making a report against a damaged school-owned device. The following form must be completed before the Chromebook is reviewed and repaired.

- This incident report is to document the damage that occurred.
- Complete the form.
- A device will not be re-issued to the student until this form is completed and returned.

Student Name: _____ Grade: _____

Serial Number: _____ Device ID: _____

Detailed report of incident including date and time:

Completed form should be returned to your student's respective office along with the device.

Student Signature

Parent Signature

Principal Signature

Student Discussion: Yes No

Technology Department Signature

Date Received