

**Mercer County School District #404**  
**1:1 Handbook**  
**2021 - 2022**

**Overview:**

As part of the District's digital transformation and 1:1 Initiative, the Mercer County School District #404 will be providing each 5th - 12th grade student a Google Chromebook for use both at school and at home to support their learning and additional chromebooks will be available for all of our elementary students, as needed.

All students/parents/guardians are required to review and sign the MCSD 1:1 Student/Parent Agreement as a condition of receiving a Chromebook.

All students must comply with existing board of education policies, including but not limited to **6:235 – Authorization for Access to Electronic Networks, and 7:190 – Student Behavior**. All of these policies can be found on the district website at [www.mercerschools.org](http://www.mercerschools.org). In addition, all applicable guidelines and handbook language apply, including Acceptable Use Guidelines for Electronic Networks.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district networks. We also expect that students will keep their district-issued devices safe, secure and in good working order. ***Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. Per Board Policy 6:235, there is no expectation of privacy in use or data stored on the district-owned device.***

**Receiving Device:**

Students along with parents/guardians, will be required to sign the MCSD 1:1 Student/Parent Handbook before a student can be issued a Chromebook (This is part of your annual registration paperwork). All students new to the district following the initial device distribution phase will also be required to have a signed MCSD 1:1 Student/Parent Agreement on file.

**Returning Device:**

Students may turn in their Chromebooks at the end of each school year, when they transfer to another building in the district, or transfer out of the district. Students must also return devices immediately upon request of school officials if warranted by a disciplinary situation or investigation. Students who withdraw from MCSD #404 School District must turn in their Chromebook and its accompanying materials on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged a replacement cost. Students who

refuse to voluntarily turn in their Chromebook or fail to pay the full replacement cost will also be responsible for the payment of all costs, including but not limited to attorney's fees, incurred by the district to recover the Chromebook or any owed fees.

**Repair and/or Replacement Costs:**

Loss, theft, or damage of a device must be reported to school officials as soon as feasible. School administrators and technology staff will assess the situation and confirm costs to be assessed to the student/parent. Repair/Replacement charges will be communicated to your student and in a letter mailed to your home.

**Administrator-Initiated Restrictions:**

Noncompliance with the expectations of the MCSD #404 Student/Parent Handbook or violation of the District Technology Policies as outlined in the overview section of this document can result in the loss of privilege to use, or restricted access to, district-provided technology as a consequence for misuse or a safety measure with a particular student. If this is the case, a school administrator has the authority to make arrangements that may deny or restrict access to the resource in question. The use of technology is a privilege that will only be afforded to students who abide by the District's Acceptable Use policy. Other disciplinary actions defined in Board Policy may be applicable.

**Students with Disabilities:**

MCSD #404 School District is committed that all students will have the tools needed to access the curriculum. The device that students with disabilities use will be determined individually by their individualized education program (IEP) or other appropriate plan. For some students this may be a Chromebook, and for others it may be a specialized device that allows for access and meets the unique needs of the student. Devices will not be exchanged and replaced without consideration given to each individual situation. In the case where a Chromebook is not the appropriate electronic device, another type of device will be considered to assist the student in accessing the curriculum.

**Use of Cameras & Microphones:**

- Use of the Chromebook to record images, video or audio in the classroom is permitted only when approved by the classroom teacher.
- All electronic recordings created with the device must comply with district policies and state and federal laws.
- Due to privacy requirements, any recorded content must not be shared beyond the classroom unless approved by participants and the teacher.

## **Recording Equipment**

The Chromebook comes equipped with audio and video recording capabilities through a built-in microphone and front-facing camera.

## **Use of Recording Equipment**

Use of electronic recording devices is prohibited if it compromises the privacy interests of individuals, or involves harassment and bullying. Use of the Chromebook in a manner that violates district policy may result in revocation of the device and further disciplinary consequences. Use of the Chromebook and other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher. The student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are only for instructional/educational purposes and individual use.

Therefore, electronic recordings obtained with the Chromebook may not be shared, published, or rebroadcasted for any reason by the student without permission. Furthermore, users of the Chromebook should be aware that state and federal laws in many instances prohibit secret or surreptitious recordings undertaken without the knowledge and consent of the person or persons being recorded. Violations of state and federal recording laws can be reported to the proper authorities.

## **Chromebook Care**

Students will need to carefully transport their fully charged Chromebook to school every day. Chromebooks may be transported in student-provided backpacks or cases. **Careful placement in a backpack is important** . Never throw or drop a backpack or bag that contains a Chromebook. Never place a Chromebook in a backpack or bag that contains food, liquids, heavy, or sharp objects. While the Chromebook is scratch resistant, it is not scratch proof. Avoid using sharp objects on the Chromebook. The Chromebook screen is glass and is vulnerable to cracking. **Never place heavy objects on top of the Chromebook** and avoid dropping your Chromebook. Never keep a Chromebook in a vehicle with extreme temperatures (hot or cold). Do not use the chromebook to charge a cell phone as this may fry the battery in the chromebook.

## **Chromebook Battery**

Students will be expected to charge their Chromebook each night in preparation for school. It is the student's responsibility to charge the Chromebook at home and ensure it is ready for use in school each day. Failure to do so may result in the student's inability to participate in classroom learning activities. Classrooms will have limited means to support charging during class time.

## **Cleaning the Chromebook**

Avoid exposing the Chromebook to moisture or liquids. Avoid applying liquids to the Chromebook surface. The Chromebook should be cleaned with a soft cloth. If necessary, slightly dampen the cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the screen of the Chromebook.

## **Keeping the Chromebook Secure:**

- Never leave a Chromebook unattended.
- When not in your personal possession, the Chromebook should be in a secure, locked environment.
- Chromebooks are configured for individual use, utilizing an MCS D Google Apps for Education account. Personal account use is not feasible or allowed.
- Student passwords are the same as their MCS D computer login password, which helps to secure personal information and files. Students are responsible for remembering their passwords. Unless requested by the teacher or District personnel, students should not share their password with others.

## **Identifying Chromebooks**

Each Chromebook has a unique identification number and at no time should identifying labels be modified or removed. There will be an approved means for students to identify their Chromebook. Students may not decorate and individualize devices with stickers or other items. Students will be fined for modifications, damage or personalization.

## **Lost/Stolen/Damaged Chromebooks:**

Many families may have questions about what they would need to pay if a student's 1:1 device is damaged, lost, or stolen. Normally, as with textbooks, a student would be charged a fine to cover the actual repair or replacement costs for school-issued materials.

## **Troubleshoot/Diagnose/Repair**

Make sure that only school district personnel troubleshoot, diagnose, or repair your borrowed device. Do not allow third party service people to handle your assigned Chromebook. This will void the warranty and you will be responsible for all damage associated with the device. ***Any attempt to alter the current configuration either physically or mechanically is strictly prohibited.***

### **Home Network/Wireless Usage**

- MCSD #404 Chromebooks are designed to work as a single, independent workstation in a home wireless network that allows for such.
- MCSD #404 Chromebooks will connect to home wireless networks if the wireless network is open or only requires a network key, or passcode, to connect.
- Do not attempt to reconfigure any device settings or operating system defaults, even if your home network calls for it.
- Many public destinations now offer free public Wi-Fi to its patrons that can provide your device Internet access away from school.
- MCSD #404 devices cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, or manually assigning an IP address.
- Chromebooks do not have Ethernet ports, so by default, a wired home network cannot be used. If a wireless network is not available, a USB/Ethernet adapter can be purchased to facilitate network access at home.

### **Content Filtering:**

The district has the authority to monitor the online activities of minors and operate a technology protection measure (“content filter”) on the network and all district technology with Internet access. The content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. More information can be found in the Acceptable Use Guidelines for Electronic Networks document which is available on the district webpage. Through the District’s student-issued Google Apps for Education account, the district’s content filter will filter content on student Chromebooks even when they are off the district’s network and connected to the Internet.

Because of the nature of the Internet, no content filter is foolproof. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for accessing content that is not school-related, whether blocked by the filter at that particular time or not. Disciplinary consequences in accordance with Board policy may occur for attempting to access unauthorized or inappropriate Internet sites. Attempts to disable, reconfigure, or circumvent the content filter is a violation of the Acceptable Use Policy and aforementioned device usage practices as defined above and can result in disciplinary action.

## MCS D 1:1 Student/Parent Agreement

Mercer County School District #404 (MCS D #404) will provide students a Google Chromebook for use both at school and at home to support learning. This is part of District 404's Digital Transformation Initiative. This document provides guidelines and expectations for students and families who are issued district Chromebooks.

All students must comply with existing board of education policies, including but not limited to 6:235 - Authorization for Electronic Networks Access, and 7:190 - Student Discipline. All of these policies can be found on the district website at [www.mercerschools.org](http://www.mercerschools.org). In addition, all applicable guidelines and handbook language apply, including Acceptable Use Guidelines for Electronic Networks.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district networks. We also expect that students will keep their district-issued devices safe, secure and in good working order.

Additional responsibilities and guidelines specific to 1:1 are listed below.

### **RESPONSIBILITIES:** The student will:

1. Adhere to these guidelines each time the device is used at home and at school.
2. Charge their 1:1 device at home nightly and bring it to school each day with a full charge (classrooms do not have the capacity to charge devices during the day).
3. 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 district- owned or personally-owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible, ethical and polite manner.
4. Respect the Internet filtering and security measures included on all district devices and student accounts. All student 1:1 computing devices provided by the District are configured so that Internet content is filtered both when the student is at school and when on any other public or private network.
5. Use technology only for school-related purposes during the instructional day while refraining from use related to personal, commercial, or political purposes.
6. Follow copyright laws and fair-use guidelines. Students should only download music, video or other content which is related to classroom assignments and which students are authorized or legally permitted to use.
7. Understand that district technology, student files, and student activity may be viewed, monitored or archived by the district at any time. You must make your 1:1 device available for inspection if requested by any administrator or teacher.

**RESTRICTIONS:** The student will not:

1. Mark, deface, or place stickers on the Chromebook, or related accessories.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or 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 district- owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers 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.

Despite these restrictions, students sometimes choose to tamper with the security and software settings on their devices. In addition to the workload placed on district staff to repair or restore these devices, this misbehavior directly impacts student learning, as students who tamper with their devices are often unable to do assigned classwork both in the classroom and at home.

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 district-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 else.
- Avoid having the device in any extreme temperatures.
- 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 locations like table edges, floors, seats or pets.
- Do not stack objects on top of your 1:1 device, leave it outside, or use near water.

Despite these safeguards, we understand there is always a risk that district-provided 1:1 technology may be damaged, lost or stolen. As with any district issued resource, students are financially responsible for loss/theft, or damage of the 1:1 device.

MCSD #404 is not responsible for any loss resulting from the use of district-issued technology and makes no guarantees that the technology or the district 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 MCSD #404 district- 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 MCSD #404 Student Code of Conduct and Board Policy 6:235.

### **Student FAQ on 1:1 Technology Plan**

District 404 has implemented a plan to provide each student in grades seven through twelve with a Chromebook this fall. The plan is part of the district's digital transformation necessary to prepare students for the future. The Chromebooks will be used as a tool to enhance student learning experiences and promote effective use of technology to inform instruction, with the ultimate goal of improving academic performance.

#### **What if I forget the device at home?**

Students are expected to bring their devices to school every day with a full charge. If a student forgets his or her device, they should simply inform their teacher. Schools will not be providing loaners. The only time a loaner will be provided is when the Chromebook is being sent out for repairs.

#### **What do I do if my device is damaged, lost or stolen?**

If a student's device is experiencing a technical issue, the student should inform the teacher to troubleshoot the problem. If further assistance is required, the teacher will fill out a request for technical assistance. A loaner will be provided should the Chromebook be sent out for repair. Should a device become broken due to neglect or intentional damage, the district may charge the student the cost of repair. If a device is lost or stolen, the student or their parents should report this to the school administration as soon as possible.

#### **Where do I store my device?**

You should store your device in your locker when it is not being used. If you are not using it in a classroom, do not put your Chromebook on the floor. Keep it on your desk or if there is a tray under your chair. Some teachers may develop places within the classroom for Chromebook storage.



**What is the battery life of my Chromebook?**

The battery, when fully charged, should last between 8-10 hours.

**What do I do if I can't log in to my Chromebook?**

If you can't log in to your Chromebook, your first step should be to completely turn the Chromebook off. Try to log back in after shutting down and turning the computer back on. If you are still unable to log on, please inform your teacher and they will troubleshoot with you.

**Can I bring my own device?**

Teachers will be planning for their instruction knowing that the Chromebook is the tool that will be used for digital learning. The Chromebook will be the device students are expected to use.

**Can I use my Chromebook to play games?**

The primary use of the Chromebook is for educational purposes only.

**Can I share my Chromebook with a friend?**

All students will have their own device. Unless directed by a teacher, students should not share their Chromebook.

**What if I do not have Internet access at home?**

Google Docs allows the user to work in offline mode so that students can complete classwork at home, even without Internet access. Files are saved locally to the Chromebook, then automatically updated the next time a wireless connection is detected. When not connected to the Internet, students can edit their documents and presentations, but spreadsheets, are view only. Students should ask their parents to contact the building principal to explore options for obtaining Internet access for home if needed.

**What do I do if my battery runs out of charge during the school day?**

If your Chromebook runs out of charge, please inform your teacher. Remember, the expectation is that students bring their Chromebook to school fully charged.

**How will I be trained to use my Chromebook in class?**

Teachers will work with students on how to use their Chromebooks as well as Google Apps for Education.

**Can I personalize my Chromebook with sticker or other items?**

The Chromebook should not be personalized with stickers or anything else that will alter the device.

**Can I use my Chromebook outside of school?**

Your Chromebook will work with any Wi-Fi hotspot. Please always keep in mind the components of good digital citizenship.

**Will I be able to keep the Chromebook over the summer?**

Chromebooks will be collected at the end of each school year.

**If all Chromebooks look the same, how can we tell them apart?**

Every Chromebook has a District 404 sticker attached to it with a code that is connected to the student. Although students are not allowed to personalize the outside of their device, they are able to personalize the screen saver.

**Will the district be able to view my online activity at school and away from school?**

Chromebooks are district issued and owned devices to be used for educational purposes. The Chromebook is designed to work with the same web filter both inside and outside of school. There should be no expectation of privacy with regard to use of the Chromebook.

**Can I print from my Chromebook?**

The print feature of the Chromebook has been disabled. At times, the print feature may be turned on, allowing students to print. Students may not always be able to print from their device daily; however, there will be computers in the library that students may print from.

## 2021 - 2022 Chromebook Replacement/Repair Costs

### Lost/Stolen/Damaged Chromebooks:

Many families may have questions about what they would need to pay if a student's 1:1 device is damaged, lost, or stolen. Normally, as with textbooks, a student would be charged a fine to cover the actual repair or replacement costs for school-issued materials.

### Repair and/or Replacement Costs:

Loss, theft, or damage of a device must be reported to school officials as soon as feasible. School administrators and Technology staff will assess the situation and confirm costs to be assessed to the student/parent. Confirmation of charges assessed will be told to your student and will be sent to you in the mail.

Below are the specific costs for Chromebook repairs and replacement :

ASUS 11 Chromebook C202SA

(AgParts Education)

● Screen	\$35.00
● Bezel	\$20.00
● Top Cover	\$35.00
● Bottom Cover	\$37.00
● Hinge Set	\$15.00
● Keyboard	\$50.00
● Touchpad	\$25.00
● Motherboard	\$120.00
● AC Charger	\$30.00
● USB Port	\$21.00
● DC Jack	\$10.00
● Asset Tag Replacement	\$2.00
● Battery	\$55.00
● Camera	\$25.00
● Full Replacement	\$200.00 *subject to change

Questions about lost/stolen/damaged Chromebooks should be directed to the building administration.