Mountain View Elementary



"Each Child, One Day at a Time"

Technology Handbook
1 to 1

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Table of Contents

Use of Technology
Ownership
Chromebook Damage Protection Plan
Lost or Stolen Equipment
Collection of Chromebooks
Student Responsibilities
Student Accessibility Guidelines
Parent/Guardian Responsibilities
Terms and Conditions
    Unacceptable Use
    Violation of Policies
    Search and Seizure/Due Process
Discipline/Violations
COPPA (Children's Online Privacy Protection Act)
Signature Page
    **Please sign and return

Use of Technology

All students and their respective parents/guardians agree to follow the Acceptable Use Policies, which are found on the GCSD website. With this privilege and the extraordinary opportunity to explore digital resources, come responsibilities for each student and his/her parents/guardians. Mountain View Elementary will ensure that all students use the Chromebook and its access to other resources as an essential part of their learning experiences. Along with the efforts of parents/guardians, Mountain View Elementary will follow its policies in maintaining an environment that promotes ethical and responsible conduct in all electronic resource activities and uses.

Ownership

Greenville County Schools retains sole right of possession and ownership of the Chromebook and grants permission to the student to use the device according to the rules and guidelines set forth. Greenville County Schools and Mountain View Elementary lends the device to the student only for education purposes during the academic school year. Failure to follow the terms of the policies will result in disciplinary action, including but not limited to, confiscation of any and all devices and accessories lent to the student and revocation of student access to district technology, as well as any other disciplinary action deemed appropriate by administration. The district and school reserve the right to monitor students' use of the district technology and network and to examine student files and materials as necessary. Moreover, the administration retains the right to collect and/or inspect the device at any time and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using a district issued device or while on the school network.

Chromebook Damage Protection Plan

The first accidental damage incurred in a school year will be repaired at no charge. Any accidental damage incurred after the first incident will accrue a $25 copay. If intentional damage is determined, the parent may be responsible for the entire repair or replacement cost of the device if damaged, lost, or stolen. The copay ONLY covers the Chromebook device; case (if applicable) and power cords are not covered. This copay covers normal use, mechanical breakdown, or accidental damage and will include the provision of replacement parts necessary to repair the device. This does not cover theft, loss, fire, negligence, or intentional damage.

Chromebook chargers and Chromebook covers are not covered under any Chromebook warranty. Any damage to these accessories will require payment each time. This includes accidental or intentional damages and normal wear and tear. The cost of these accessories may increase or decrease based on supply.

If the Chromebook accessories are deemed to be intentionally or negligently damaged by the student, he/she may be subject to discipline and the cost of repair or replacement. The damage protection plan does not cover loss of the device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Per the district, only SCHOOL/DISTRICT ISSUED devices are allowed. We cannot accept devices that are purchased individually and given to the school. This is a safety hazard. The school will assess damage to the device and accessories at the time of turn in for excessive wear, cosmetic damage, unreported or intentional damages.

See below for anticipated repairs or replacement costs:

(Costs are estimates and subject to change)

Case/Shell Replacement Cost	$25
Chromebook Screen Replacement	$35
Missing Barcode and/or Sticker	$10
Missing or Damaged Keyboard	$15
Charger Replacement	$31
Chromebook Replacement	$300

Lost or Stolen Equipment

If any equipment is lost, the student or parent/guardian must report the loss to the school immediately. The circumstances of each situation involving lost equipment will be investigated individually. Parent/Guardian may be billed for lost equipment. If the equipment is stolen, a report will be filed through the district to recover the stolen device. Please inform the school of a stolen device in a timely manner. The school will use its discretion to replace a student Chromebook and will not be obligated to replace a student Chromebook in the case of negligence and failure to use diligence with district property.

Collection of Chromebook

Each nine weeks, the student Chromebook, protective case (if applicable), and power adapter must be returned during a device check-in day, which will be set by the school and communicated to parents. Chromebooks, protective case (if applicable), and power adapters will be turned in at the end of the year for maintenance over summer vacation. If a student transfers out of district during the school year, the Chromebook and accessories must be returned to the school at the time of transfer. If the device, case/shell, and/or power adapter and cord has been damaged or defaced, the parent/guardian will be charged respectively for the damage. Failure to turn in the Chromebook and accessories will result in the student being charged the full replacement cost.

Student Responsibilities

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, use of technology requires efficient, ethical, and legal utilization of all digital resources. Violations of these rules and guidelines will result in disciplinary action.

The student will assume responsibility for…

1. *Bringing the Chromebook to School*
    - Each student must bring his/her Chromebook to school every day that classes are in session.
    - Students hold and maintain responsibility for ensuring their device is **charged** prior to school each day. Students who leave their Chromebook at home may or may not be issued another device for the day (depending on availability), and will be responsible for all missed activities and assignments due to lack of a device.
    - Students may bring a personal wireless mouse if preferred and earbuds/headphones as needed. The school assumes no responsibility in the provision or maintenance of these personal devices.

2. *Carrying Chromebooks in a Safe and Secure Manner*
    - Always keep the shell/case (if applicable) provided on the Chromebook.
    - Always transport Chromebooks with care and with the screen closed. Do not bend the screen all the way back. Failure to do so may result in disciplinary action.
    - Never lift Chromebooks by the screen.

3. *Chromebook Security*
    - Under no circumstances should Chromebooks or accessories be left in unsupervised areas. Unsupervised areas include the bathrooms, buses, cafeteria, computer labs, hallways, media center, or any other area deemed insecure. Any Chromebook left in these areas is in danger of being stolen or tampered with by unauthorized individuals.

4. *General Care*
    - Never leave the Chromebook unattended.
    - Never loan the Chromebook or its accessories to another student.
    - Never set books or stack heavy objects on top of the Chromebook.
    - Never set food or drink next to the Chromebook.
    - Never leave the device exposed to direct sunlight, extreme temperatures, or moisture sources for extended periods of time.
    - Always CAREFULLY insert and remove cords, cables, and removable storage devices into the Chromebook.
    - Never deface the Chromebook and its accessories through use of writing, drawing, stickers, labels, or by any other means. Do not remove school labels or stickers.
    - Do not use the Chromebook to plug in or charge other devices (phones, tablets, etc.).

5. *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, heat, and light. The student is responsible for ensuring the following screen precautions:
    - Never put pressure on top of a Chromebook when it is closed.
    - Never store a Chromebook with the screen open.
    - Always make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or earbuds).
    - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

6. *Chromebook Problems/Repair*
   If the device is not working properly, the student should take the device to the school and inform their classroom teacher. The teacher will fill out a repair form and send the device to the media center. If the device cannot be fixed immediately, the student will be issued a loaner device on a temporary basis. All policies listed in this handbook apply to the student during the loaner period. The student is responsible for ensuring the following:
    - The student will never attempt to repair or reconfigure the device.
    - The student will not attempt to open or tamper with the internal components of the device; nor should the student remove any screws.
    - The student and parent/guardian will NEVER take school-owned Chromebooks to an outside computer service for any type of repairs or maintenance.

7. *Asset Tag*
   An asset tag is a barcode-like sticker placed on the device for inventory and monitoring purposes. All Chromebooks will be labeled with an inventory asset tag. Tags may not be modified or tampered with in any way.

8. *Appropriate Classroom and Library Media Center Routines*
   When at school, the student will use the Chromebook and/or any of the school's technology equipment strictly for educational purposes. Using the Chromebook for recreational use during class time is prohibited. Students are expected to fully participate in all classroom activities as directed by their teacher. In addition to the rules and guidelines set in this handbook, students must abide by all the rules and guidelines set by the classroom teacher. Violation of this responsibility will result in disciplinary action.

Student Accessibility Guidelines

1. *Logging into a Chromebook*
   - The student will log into his/her Chromebook using their issued Google Apps for Education account.
   - The student will never share account passwords with other students.

2. *Managing and Saving Digital Work with a Chromebook*
   Student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.

3. *Chromebook Cameras*
   - The cameras are to be used for educational purposes only, as determined under the direction of a teacher.
   - The use of camera in restrooms, or on a bus is strictly prohibited. The Family Educational and Privacy Act (FERPA) is a federal law that affords parents certain rights with respect to privacy and educational records. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity.

4. *Backgrounds and Themes*
   Inappropriate media may not be used as backgrounds or themes. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, tobacco, drugs, gang-related symbols, or any other content deemed inappropriate by administration will result in disciplinary actions.

5. *Printing*
   Students will digitally publish and share their work with their teachers and peers. Students will not be given printing capabilities through the school. Students who wish to set up their home printers with the Google Cloud Print solution may do so at the discretion of the parent/guardian.

6. *Chrome Web Apps and Extensions*
    - Students are responsible for the web apps and extensions they install on their Chromebooks. The downloading of inappropriate material will result in disciplinary action.
    - Some web apps will be available to use when the Chromebook is not connected to the Internet.

7. *Using Your Chromebook & Account 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 same guidelines in this document whenever they use their Chromebook outside of school.

8. *Content Filter*
   The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the district. Students should not attempt to circumvent the content filter.

Parent/Guardian Responsibilities

The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is any of the following:

- Not returned
- Intentionally damaged
- Missing or damaged charger
- Missing or damaged cover
- Lost because of negligence
- Stolen, but not reported to the school in a timely manner

Terms and Conditions

Unacceptable Use

The user (i.e. student) is responsible for his or her actions and activities involving the network. Some examples of unacceptable use are:

- Unauthorized downloading of software;
- Wastefully using resources;
- Hacking gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
- Using the Internet and school/district resources in any way that would disrupt its use by others;
- Using another user's account or password;
- Intentionally posting of material authored or created by another;
- Intentionally posting anonymous messages and/or misrepresenting one's own identity to others;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, threatening, racially offensive, harassing, or illegal material;

Terms and Conditions (cont.)

- Capturing, recording or transmitting the words and or images of any student, staff member, or other person in the school without express prior notice and explicit consent;
- Using the network while access privileges are suspended or revoked;
- Deleting data, hiding or attempting to interfere with the discovery of a violation of this policy;
- Searching Internet off topic/task;
- Using technology for non-educational purposes.

Unauthorized Access

Users shall not tamper with or attempt to gain access to computer data for which the user has no security authorization. This includes, but is not limited to, financial, employee, or student information and documents.

Violation of Policies

The district reserves the right to monitor and track the use of Network services and to suspend, or revoke privileges and take appropriate disciplinary action for unacceptable use. Inappropriate use will result in cancellation of those privileges and possibly other disciplinary actions including suspension. In compliance with the Children's Internet Protection Act (CIPA), Greenville County School District filters all content for users connected to the internet. Acceptable use of technology is at the discretion of the school administration.

Discipline/Violations

The use of any technology is a privilege and not a right. Students are expected to use technologies in accordance with classroom rules, guidelines in this handbook, and any applicable local, state, and federal laws. Violations of these policies will result in disciplinary action and/or repossession of the Chromebook and its accessories. Administration may also refer the matter to law enforcement if the violation involves an illegal activity.

COPPA (Children's Online Privacy Protection Act)

In order for GCSD to provide your student with the most effective web-based tools and apps for learning, we need to abide by federal regulations that require a parental permission as outlined below. The district utilizes several computer software apps and web-based services operated by third parties. These include Google Apps for Education and similar educational programs. In order for our students to use the programs and services, certain basic personal identifying information—generally the student's name, username and email address—must be provided to the website operator. Under the federal COPAA law, websites must notify parents and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given directly to each website provider. This notification constitutes your consent to provide limited personal identifying information for your child consisting of first name, last name, email address, and username. If you have any questions concerning this policy or information as it relates to COPPA, please contact your school principal.

****Please sign and return the last page of the digital handbook.****

**Please read the digital copy of the Technology Handbook provided by your child's teacher and located on the school website. Fill out this page and return to your child(ren)'s teacher.

(Each child must have a signed form)

MOUNTAIN VIEW ELEMENTARY TECHNOLOGY HANDBOOK

I, (Parent/Guardian) _____
have read and agree to the guidelines laid out in the Technology Handbook. I understand my responsibility and the responsibility of my child. We recognize that the use of a Chromebook issued through the school is a privilege and not a right.

Parent/Guardian Signature_____Date_____

Student Name_____

Teacher_____ Grade Level_____