

Muhlenberg School District

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Chromebook Guidelines Manual



1. RECEIVING YOUR DEVICE

Chromebooks will be distributed to all 7th through 9th grade students starting with the 2018-19 school year. Students will be able to take their Chromebook home. This Chromebook Guidelines and Information document outlines some best practices for students and families to protect the Chromebook investment for the Muhlenberg School District.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken, or fail to work properly, must be reported to their teacher or the building library staff (Junior High School, High School) as soon as possible so that they can be taken care of properly. Students should not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

2a: General Precautions

- No food or drink is allowed near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks must remain free of any writing, drawing, stickers, or labels. Please ensure the fan vents are not covered for proper ventilation.
- Chromebooks must have a Muhlenberg School District asset tag on them at all times and this tag must not be removed or altered in any way.
- Chromebooks should never be left in a car, because of the potential for damaging heat, or in any unsupervised area.
- Chromebooks should never be exposed to moisture, including rain. Please ensure that if a student has a backpack that the Chromebook will remain dry in the event of a downpour. Having a large ziplock bag inside of a backpack will help protect the Chromebook in the event of heavy rains.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

2b: Carrying Chromebooks

- Transport Chromebooks with care, and always carry it with 2 hands
- Do not put the Chromebook in an “over-packed” backpack.
- Students should never carry their Chromebooks while the screen is open.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

2c: Screen Care

The Chromebook screens can be damaged if subjected to rough treatment.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Never use cleaning products containing acetone or ammonia.
- Do not put your Chromebook in a tightly packed backpack.

2d: Chromebook Case Care

If your Chromebook is encased in a protective plastic case. The case will help with damages to the Chromebook, but the case will not replace proper care and handling of the device.

- Do not lean or put pressure on the top of the Chromebook when it is closed. The case will disperse some pressure, but excess pressure can still damage the screen.
- Do not take the case off the Chromebook. The tabs that hold the protective case on, will not withstand continual removing and putting back on.
- The case is intended to stay on the Chromebook at all times.

3. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

3a: Chromebooks left at home

- If a student leaves their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from the building library staff, if one is available.
- Repeat violations of this policy will result in disciplinary action.

3b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the building library staff.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the “loaner” device. Students will pay full replacement cost if it’s lost or stolen.

3c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- The student will have the opportunity to use a replacement Chromebook from the building library staff while theirs is being charged, if one is available.
- Repeat violations of this policy will result in disciplinary action.

3d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

3e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones or earbuds may be used at the discretion of the teacher.

3f: Printing

- It is highly recommended to use the digital options available on your Chromebook whenever possible to reduce printing expenses.
- A work around for printing can be using email to send an attachment or share the file on Google Drive and open it on a different computer attached to a printer.

3g: Account Access

- Students will only be able to login to the Chromebook using the “@muhlsdk12.net” Muhlenberg Google Apps for Education account.
- Students should always use the Chromebook with their own account.

3h: Student Access and Monitoring

The computer is the property of the school, and the school has the right to search the computer at any time.

The District’s filter allows the district to block websites which are inappropriate for students on and off school district property. When not at school, students can access the Internet if Internet access is available to them in their home or other locations. The district’s filter will continue to filter content in locations outside the school district.

Students who access inappropriate sites during the school day or are accessing sites not related to the class they are in will face disciplinary action from the teacher and/or administration. Additionally, students accessing inappropriate materials on their district-owned equipment outside of school will be subject to disciplinary actions.

All internet traffic is filtered in the District and on student devices to ensure the safety of our students. However, it is important to note that no filtering solution is 100% effective 100% of the time. If an inappropriate site is accessed by accident, the student must notify the teacher immediately. Additionally, we ask that parents and teachers work with technology staff to provide feedback on the success/failure of the filtering system. Educating students to behave ethically and safely online must be a cooperative effort between parents, teachers and district staff. While using the equipment at home it is the sole responsibility of the parent/guardian to properly monitor and guide their son or daughter on proper use and access of internet sites and resources. We encourage parents to establish clear guidelines for use of equipment at home. It is the student's responsibility to follow rules and procedures for internet usage as set up by his or her household.

4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- [Google Drive](#) stores a suite of office productivity software (Docs, Slides, Drawings, Sheets, Forms, and more) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online accessible through any device connected to the Internet.
- All file types can be stored online in Google Drive.
- Offline access to your Google Drive files is possible, but you must set it up to allow offline access, <http://goo.gl/dlgCb>

5. OPERATING SYSTEM ON YOUR CHROMEBOOK

5a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome OS, operating system.
- No need for installs, updates, or re-imaging, you must shut down your Chromebook in order for updates to occur during restart.
- Chromebooks have built in virus protection.
- Additional functionality and improvements to the Chrome OS will continue to occur through automatic updates.

5b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. There is no need to download and install virus protection software, it is built into the Chrome Operating System and automatically updates to the latest security patches.
- Files are stored in the cloud, there's no need to worry about finding or losing your files when using Google Drive and Google Applications.

5c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support, all support will be handled through the building library staff.

6. ACCEPTABLE USE

6a: General Guidelines

- Students are responsible for their ethical and educational use of the technology resources of the Muhlenberg School District.
- Access to the Muhlenberg School District technology resources is a privilege and not a right. Each student will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

6b: Privacy and Safety

- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Muhlenberg School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify your teacher of the mistake.

6c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the Acceptable Use Policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6d: E-mail & Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at anytime.

6e: Consequences

- The student in whose account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use and handling.
- Non-compliance with the policies of this document or the Acceptable Use Policy, will result in disciplinary action.
- Electronic mail, network usage, and all stored content shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

6f: At Home Use

- The use of Chromebooks at home is encouraged for students.
- Chromebook care at home is as important as in school, please refer to the care section.
- All district supplied Chromebooks will be filtered outside of school district network.
- All activity on the school district issued Chromebook can be archived and searched, if need be.

7. PROTECTING & STORING YOUR CHROMEBOOK

7a: Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the district.
- Chromebooks can be identified in several ways:
- Record of district asset tag and serial number

- Individual user account name and password
- Chromebooks are the responsibility of the student, but the property of Muhlenberg School District.

7b: Account Security

- Students are required to use their “@muhlsdk12.net” Google Apps for Education account user ID and password to protect their accounts and are required to keep that password confidential.

7c: Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locked locker and a secure place outside of the district.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students in grades are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a vehicle, as the rising temperature can damage the Chromebook.

7d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

8. REPAIRING/REPLACING YOUR CHROMEBOOK

8a: Vendor Warranty:

- The equipment vendor has a one year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the building library staff (Junior High School, High School) or your classroom teacher.

- Theft/fire damage must be accompanied by an official police or fire report. It is the responsibility of the student or parent to provide the district with the official report. However, please submit a support ticket immediately so we may assist in locating and replacing the equipment.
- The Muhlenberg IT Department will assign temporary equipment to the student while the equipment is being repaired.
- Students will be given an invoice and parents will be notified through their primary email on record about the cost of repairs and liability. Liability will be decided by the administration based on the facts submitted.
- Upon completion of repairs, the student must return the loaned equipment, pay for the repairs in full (if not covered by insurance), and pick up their repaired/replaced equipment within 7 calendar days. Borrowed equipment must be returned before picking up repaired equipment.

Disputes about damage costs or liability must be made in writing and sent to the building principal within 14 calendar days of being notified of costs. Principals and the District IT Director will review disputes and notify the parent/student of the review.

Replacement Cost List

Item	Picture	Cost
Student Chromebook		Up to \$264.00

Genuine AC Adapter NOTE: All adapter replacements must go through the IT department or the warranty will be void		Up to \$30.00
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9. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available for all Chromebooks. Report problems to the building library staff (Junior High School, High School) or your classroom teacher.

Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination and completion of warranty repairs
- ALL REPAIRS must be completed by the district technology team.

10. CHROMEBOOK FAQ's

- [Take a tour of Chromebook](#)
- [Google Chrome Web Browser Help](#)

11. Insurance

Students and parents will select one of the options below:

Option 1: No upfront fee, responsible for cost of repair.

Option 2: Insurance cost of \$20.00 (Chromebook) or \$25 (iPad) per school year will have the below deductible fee schedule.

Deductible Fee Schedule		
Incident	Damage	Cost**
1st	Accidental	\$20
2nd	Accidental	\$40
3rd	Accidental	Full cost of repair or replacement of device
Any	Misuse, Neglect, Intentional Damage, or Loss of Device	Full cost of repair or replacement of device

If you select Option 2, please bring a check or money payable to the Muhlenberg School District to pay when the laptop is delivered. Cash and check will be accepted. Credit card transactions are preferred through the myschoolbucks.com app/website.

12: Unpaid Fees

All unpaid fees will remain on the student's obligation list and may restrict access to school services and records. Seniors will not be permitted to participate in graduation ceremonies until all fees are paid.

Muhlenberg School District has also partnered with JP Harris and Associates for collections. Any outstanding fines that remain unpaid for more than 60 days may be referred to JP Harris for collection processing