

Poynette Middle School Chromebook System Guidelines

Our Vision:

As education has continued to evolve with the advent of technological resources, the use of a computer to research information, create products, or complete assignments happens routinely in the classrooms of Poynette Middle School. In the past, we have utilized the sharing of mobile carts to ensure students could access chromebooks in any class when needed. In an effort to make access more efficient for both teachers and students, we have adopted a system in which students will be assigned a chromebook for use during the school day. The guidelines that follow provide the details for how our system will operate.

Objectives:

Poynette Middle School 's Chromebook System will integrate technology in the classroom to :

- Promote student engagement and enthusiasm for learning.
- Encourage collaboration among students and teachers.
- Allow students access to information, along with the opportunity to connect it to their learning in a meaningful manner.
- Reduce the use of printed textbooks, worksheets, and workbooks.
- Nurture a sense of responsibility and digital citizenship.
- Prepare students for success after graduation from High School

Student's Technology Rights and Responsibilities

Technology Obligations:

Just as students are required to use classroom textbooks, print material, lab equipment, and other instructional resources, all students will need a chromebook to be successful and prepared participants in our school. Students may not opt out of the program. Students who have a medical necessity or IEP requirement for alternative equipment will be assigned an appropriate device.

As part of Poynette Middle School's plan, all students must have a signed copy of our Acceptable Use Policy on file. This agreement verifies that all students have read and understood the Acceptable Use Policy (District Policy 7540 https://www.poynette.k12.wi.us/cms_files/resources/Acceptable.Use.Policy2013.pdf), the PMS Chromebook System Guidelines, and understands the responsibility and liability associated with the use of school issued equipment. By signing the Acceptable Use Policy, students and parents agree to use the School District issued chromebook in a safe and ethical manner.

Ownership and Repairs:

Students are expected to take care of their chromebook and use due diligence when using and moving their device. All issued chromebooks are the property of the Poynette School District and will be checked out each morning, and returned each afternoon in the Homeroom of each student. Students will be responsible for any damage or loss of a chromebook that is assigned to him/her.

Repair Submittal Process:

Any and all problems, damages, or thefts must be reported **immediately** by filling out a “Chromebook Damage Report” form, which is located either in the 1-8 IMC or Office.

In the event of damage or loss, a student may be assigned a temporary chromebook to use while the device is being repaired. Student 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 before picking up repaired/replaced device. Disputes about damage costs or liability must be made in writing and sent to the building principal within 7 calendar days of being notified of costs.

Please note: The protective cover is the property of the Poynette School District, but can be personalized through the use of stickers or clings. A sticker with the name of each student will be placed on the issued chromebook’s cover.

Student Responsibilities:

While our Chromebook System will provide much more efficiency and the expansion of learning opportunities for students, it is important that students understand their responsibilities and use all technology in a safe and ethical manner in order to maintain the privilege of using an issued chromebook.

The following information outlines how students will use technology in a safe and ethical manner (as outlined in the Acceptable Use Policy), as well as information on behaviors that would be considered unacceptable and in violation of our technology agreement.

Students will:

- Understand and abide by the PMS Chromebook System Guidelines in the classroom
- Bring their chromebooks to the appropriate classes.
 - Chromebooks should not be taken to the High School for any class unless instructed to do so by the teacher.
- Computers are to be plugged in before leaving school each day, so that the chromebook is fully charged by the next school day.
- Only access the system for educational purposes during school hours (this includes the use of cameras, videos, and printers in the building).
- Only create files, projects, videos, webpages, podcasts, and other activities using electronic resources that are directly related to classroom content and curriculum, or as directed by a teacher/administrator during class time.
- Use proper etiquette and codes of conduct in electronic communication.
- Use only their district issued network account with assigned username and password. -Always keep passwords and personal information private; **do not share passwords with anyone.**

Consequences:

Consequences for any offense related to chromebook use will be restorative in nature, determined by the administration, and be based upon the severity of the offense.

Prohibited Activity

Students may not **use chromebooks**:

- Attempt to defeat or bypass the District Internet filters that are in place to block inappropriate content, or to conceal inappropriate activity.
- Use any electronic resources for unlawful purposes.
- Create, send, share, access or download material which is abusive, hateful, threatening, harassing or sexually explicit. Electronic communication (from school or home) that is identified as cyberbullying is illegal, and will be dealt with by the building administration.
- Give out personal information including home address and/or telephone number. (Students should never reveal personal information (including home address, phone number, social security #, etc.)
- Access the data or account of another user.
- Download, copy, duplicate, or distribute copyrighted materials without specific written permission of the copyright owner.
- Video record staff or other students without their consent or knowledge. This includes:
Video recording on Laptops, Webcams, Camera, Cell phone, or any other digital recording device.

Student Use in the Classroom:

Students need to take their chromebook to the appropriate classes each day. Chromebooks should remain in the 1-8 Building and not be taken to the High School. Chromebooks should be stored in lockers for any class that it is not needed (PE, Choir, Spanish, General Music) and over their lunch period. Students will be required to have their laptops with them and ready for the appropriate classes.

- Only access content and websites as directed by the teachers. Students are expected to be on task at all times during class.
- Close the lid of the computer before standing up or moving the device.
- Use two hands when carrying or transporting the device when possible. **Do not carry the computer by the screen.**
- Shut down the computer or put it to sleep before walking away from it (this will prevent other students from accessing your documents/files in your absence).
- Follow all directions given by the teacher.

E-Mail

E-mail is to be used for educational purposes. Students may only use their District-provided Google email account to communicate with teachers/staff.

Web Cams

Each chromebook is equipped with a camera that has the capability of capturing still images and video. These cameras are to be used for educational purposes only. If a student is caught using these applications inappropriately disciplinary action may be enforced by the administration.

Student Use in the Cafeteria

- Chromebooks are not to be used during the Lunch Period
- Chromebooks should remain in student lockers during the Lunch Period.

Students Arriving Late or Leaving Early from School

After students check into the office, they should report to their assigned Homeroom to pick up their chromebook for the day. Prior to leaving for the school day, students should stop by their assigned Homeroom to plug in their chromebook.

Chromebooks and Restrooms

At no time should a chromebook enter a restroom. If a student needs to use the restroom between classes, he/she should report to their class, drop off their materials, check with the teacher, and then go to the restroom.

Student Access and Monitoring:

The chromebook 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. 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. Student Responsibilities for Computer Cart.

Loaning and Borrowing

- Assigned chromebooks should not leave the school. A student may check out a chromebook from the IMC for overnight use if it is necessary to complete a school activity that evening.
- Students should only use their assigned chromebook during the school day.
- Any damage to a chromebook is the sole responsibility of the student issued the chromebook.
- Do not share passwords or usernames.