Marion Independent Student Technology Handbook

MARION
INDEPENDENT
SCHOOL DISTRICT

Updated April 2025

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VISION

Own Your Future

MISSION

Foster a community of learners in developing the **knowledge** and **skills** to be **Future Ready**

MARION INDEPENDENT SCHOOL DISTRICT

CORE VALUES

- Academic Excellence
- Collaborative Relationships
- Student Engagement
- Marion Way: Respect, Responsibility, Safety, Integrity

DISTRICT GOALS

1. Each student will achieve at high levels across all academic areas

2. Establish and maintain a safe environment that supports the social, emotional, and behavioral needs of each learner

3. Attract and retain high quality staff engaged in ongoing, collaborative, professional learning

4. Partner with families and the community to positively impact student outcomes

5. Establish and maintain fiscally responsible and equitable systems for development, allocation, and alignment of resources

I. Vision

The Vision for Teaching and Learning in the Marion Independent School District

The Marion Independent School District (MISD) is committed to making available to all students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and vision of the Marion Independent School District to ensure all MISD learners own their future. MISD has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection.

MISD has taken innovative steps to dramatically transform teaching and learning by implementing 1:1. 1:1 provides students the tools to have instant access to the world of information and also to become producers rather than just consumers of information. A sound technology foundation for each and every student needs to be based on continual professional development, appropriate acquisition and maintenance of technological resources.

Rationale

The 1:1 initiative allows students to explore and excel for the benefit of student learning, some of these include the following:

- Helping all learners attain the goals of the district which include:
  - Each student will achieve at high levels across all academic areas
  - Establish and maintain a safe environment that supports the social, emotional, and behavioral needs of the learner
  - Attract and retain high quality staff engaged in ongoing, collaborative, professional learning
  - Partner with families and the community to positively impact student outcomes
  - Establish and maintain fiscally responsible and equitable systems for development, allocation, and alignment of resources
- Promoting student engagement and enthusiasm for learning.
- Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

II. The Device

Equipment Ownership

All equipment distributed to students, including accessories, will hereinafter be collectively referred to as the "Device". Marion Independent School District (MISD) retains sole right of possession and ownership of all Devices utilized in 1:1, and grants permission to the student to use the Device according to the rules and guidelines set forth in this handbook and MISD Board Policy Number 605.6 Appropriate Use of Computers, Computer Network Systems, and the Internet. Failure to follow the terms of this policy may result in disciplinary action. MISD reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, MISD administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. **There is no reasonable expectation of privacy while using MISD computers, networks, or technology.**

Device and Accessories

Each student enrolled in MISD grades 5-12 will be issued the following items:
- Chromebook
- Charger
- Laptop Bag and Shoulder Strap
- Chromebook Cover
- Personalized ID Badge

Each student enrolled in MISD grades PK-6 will have access to:
- PK will have access to iPads on a 2 students to 1 iPad ratio
- K-2 will have access to iPads and 3-4 will have access Chromebooks
- All PK-6 devices will remain at school, unless there are extenuating circumstances

Identification

All Devices will be labeled with an identification tag bearing the MISD initials and asset number, which it has been issued. Additionally, this asset tag barcode on the device is associated with the student data contained in our student information system. This is to ensure that students return the Devices issued to them.
- Tags may not be modified or tampered with in any way.
- Students may be fined/disciplined for tampering with a tag or turning in a Device without any identification at the discretion of the building administrator.
- MISD will retain records of the serial numbers and MISD asset tags of provided equipment.

Receiving Device

In order to receive a 1:1 Device:

- Must be currently enrolled as a student of Marion Independent School District
- Dual-enrolled students must be enrolled in the current term, on campus, and for dual credit.
- Student has received the **MISD 1:1 Student Training** information in-person or online
- **MISD Device Acceptance Procedure** has been electronically submitted to MISD
- All transfers, new students, or students who miss the initial distribution will go to the building Media Center for training/obtaining a device. All students are required to go through training prior to obtaining a Device.

Returning Device

Students are required to return the Device:

- Upon completion of coursework or at the end of the school year
- For dual-enrolled students not enrolled in a course for a consecutive term
    - Upon completion of coursework for the given term
- Upon withdrawing or transferring from the Marion Independent School District
- Transferring out of any of our brick and mortar buildings.
- Transferring out of Marion High School and attending MHSAP.
- Transferring out of Marion High School and attending Compass.

Failure to return the Device will result in the student being charged the full replacement cost of Device.

There will also be device charges/fees for any damages or missing accessories such as the Chromebook, charger, or laptop bag/shoulder strap.

All Devices must be returned to the building Media Center for check-in.

Device Care & Maintenance

Students are responsible for the general care of the Device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the building Media Center as soon as possible so that they can be taken care of properly. District owned Devices are never to be taken to an outside computer service for any type of repairs or maintenance. **Students should never leave their Devices unattended at school except when locked in their locker.**

Protective Accessory

Each student will be required to use the district provided protective bag and cover with their Device. It remains the student's responsibility to care for and protect his/her device.

Precautions

- Treat this equipment with care.
- No person is allowed to destroy, modify or abuse any hardware or software, including circumventing internet content filters or network safety measures.
- No food or drink should be next to the Device.
- Cords, cables, and removable storage devices must be inserted carefully into Devices.
- Devices should not be exposed to extreme temperatures, such as leaving it in a car during the winter or in extreme heat.
- Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- **Devices must remain free of any writing, drawing, or stickers.**
- Heavy objects should never be placed on top of Devices.

Device Storage

- Devices should not be used or stored near pets.
- Keep the Device in your locked school issued locker or in a school designated area when not in your possession.
- The Device should not be left on the floor where it might be stepped on, or within reach of small children or pets.
- The Device should not be left in a car or anywhere it might be exposed to extreme temperatures.
- Devices left in bags in unattended classrooms or other areas are considered "unattended" and will be secured by faculty or staff as a protection against theft. If secured, the student will receive a warning before getting the Device back. If the Device is secured a second time, the student may be subject to consequences detailed in "[Damage and Consequences](#)." Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility. Unattended devices that have been found will be taken to the Media Center.
- If a student participates on an athletic team and/or other school sponsored activity, the Device should never be left in school vehicles, in the gym, in a locker room, on a playing field, or in other areas where it could be damaged or stolen.

Screen Care

The Device 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.
- Do not put pressure on the top of a Device when it is closed.

- Do not store a Device with the screen open.
- Do not place anything in the protective accessory that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, paper clips, staples).
- Only clean the screen with a soft, dry, microfiber cloth or anti-static cloth.

Transporting Devices

- It is imperative students bring their Device and charging unit to school each day for their learning. Teachers will be designing lessons and classrooms based on students having access to their Device.
- The Device must be kept in the laptop bag, at all times the Device is not in use.
- Students who accidentally leave their Device at home may be issued a loaner device for the day, as supplies are available.

Charging Devices

- It is the student's responsibility to have their Device charged each day when they come to school.
- It is the student's responsibility to maintain the power adapter and cord.
- The Device should only be charged with the issued charger.
- There will be a limited number of charging stations located in the school, available to students on a first come, first served basis.

Personalizing the Device

- No student may download, install, or use any software in violation of applicable copyright and license agreements.
- No person is allowed to destroy, modify or abuse any hardware or software, including circumventing internet content filters or network safety measures.
- Approved applications will be installed by MISD's Technology Department or will be made available for students to download through internal resources on student Devices.
- Each Device is easily identified by a specific numbering system (Asset Tag) that is placed on the Device by the Technology Department and may NOT be removed.
- **Devices must remain free of any writing, drawing, or stickers.**
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action. The MISD logo will be the background for violators.

Cleaning the Device

- Device screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth in most cases when cleaning the Device.
- Correct cleaning measures will be addressed during distribution.
- If you are not able to completely clean the machine using the above methods please contact the MISD Technology Department or Media Center for assistance.

Shutting Down the Device

- Completely shutdown the Device when it won't be used for an extended duration. Simply putting your Device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- It is a best practice to shutdown your Device at night, connect the charger, and then power on again in the

morning when needed.

III. Student Use

Software

Google Account

Every student eligible for a Device in grades PK-12 will be issued a Google account in the marion-isd.org domain. All Devices will be enrolled in the domain prior to being issued to students. Once enrolled in the domain the Device cannot be unenrolled by any user other than a domain administrator.

- Students should never share their account passwords with others; this includes faculty and staff unless faculty are assisting the student.
- Students should not write down their password.
- Students are to contact the Media Center or Technology Department for password recovery.

Account irregularities, including but not limited to, unauthorized changes, unsolicited emails, and any other suspicious activity should be reported immediately to the Media Center so that a new password can be issued.

Operating System and Security

- Students may not use or install any operating system on their Device other than the current version of Chrome OS iPad iOS that is supported and managed by the district.
- No person is allowed to destroy, modify or abuse any hardware or software, including circumventing internet content filters or network safety measures.
- The Device operating system, Chrome OS, is set to update automatically on chromebooks. Students should not need to manually update their Device, unless told to do so by staff.
- Students will need to occasionally restart their Device to allow installed updates to operate.
- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Chrome Apps, Extensions, Android Apps, iPad Apps
- Students are allowed to install approved Chrome web apps and extensions.
- [MISD COPPA (Children's Online Privacy Protection Act)/CIPA (Children's Internet Protection Act) Compliance](#)

Student Printer Use
- Students may have access to designated printers in their building.
- iPad apps will be installed by the technology department at the request of grade level teachers.
- MISD expects that the need to print materials on paper will be reduced as a result of students' ability to send assignments and other materials to their teachers through their Device.

Sound
- Sound must be muted at all times unless permission is obtained from a teacher.

- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.
- Earbuds/Headphones will not be provided by MISD.

Managing and Saving Your Digital Work With a Chromebook

Student work will be stored in Internet/cloud based applications. Students should always save frequently when working. The district is not responsible for the loss of any student work.

Students are encouraged to maintain various copies of their important work on a portable storage device, such as a flash drive.

Artificial Intelligence (AI)

MISD has the following board policies regarding the use of Artificial Intelligence (AI).
- Board Policy 605.8 Artificial Intelligence in the Educational Environment
- Administrative Regulation 605.8R1 Artificial Intelligence in the Educational Environment

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IV. Network

Privileges & Responsibilities

Usage of MISD's network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this district. Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff immediately. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following:
- Use of another user's account.
- Attempting to breach the security of a computer.
- Attempting to break into password protected areas of a network or tampering with network systems.
- Use of technology to engage in behavior prohibited by MISD Board Policy Number 104 Anti-Bullying/Harassment Policy.
- Accessing MISD blocked websites.
- Activity that is likely to cause a substantial disruption to the orderly operation of the school and/or learning environment.
- Activity that is prohibited under state, federal, or local law. Examples may include but are not limited to:
  - Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity.

Any user who violates the Acceptable Use Policy (MISD Board Policy Number 605.6 Appropriate Use of Computers, Computer Network Systems, and the Internet) may be denied access to the school's technology resources.

The following is a list of rules and guidelines that govern the use of MISD's Devices and network resources. Students must follow these rules and guidelines at all times when using MISD technology.

Network Resources in this document refers to all aspects of the school's owned or leased equipment, including, but not limited to, computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school's Network Resources whether this access occurs while on or off campus.

Students will:

- Only access the system for educational purposes during school hours (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Observe and respect license and copyright agreements.
- Keep usernames and passwords and personal information confidential (Student names, telephone numbers, and addresses should NEVER be revealed over the system).

Students will avoid:

- Attempting to change any MISD network or server configuration or the configuration of the Device.
- Changing or altering usernames or passwords that are assigned by MISD.
- Recording staff or students without their consent or knowledge, this includes (but is not limited to):
  - Webcams
  - Laptops
  - Cameras
  - Cell phones
  - Any other digital devices.
- Forwarding email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- IM (instant messaging) or chatting during class unless related to academic expectations set forth by the teacher.

Students may not use network resources:

- To engage in harassment, bullying, or cyber-bullying of any individual as defined by MISD Board Policy 104 Anti-Bullying/Harassment Policy, MISD Board Policy Number 605.6 Appropriate Use of Computers, Computer Network Systems, and the Internet and Iowa Code Section 280.28.
- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions;
- To download, stream or listen to Internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. MISD will monitor the network for violations;
- To access Web sites or other content blocked by MISD, via codes or any other method.
- To alter, add or delete any files that affect the configuration of a school Device other than the Device assigned for personal use;
- To conduct any commercial business that is not directly related to a course offered by MISD in which the student is enrolled, e.g., Marketing, Foods & Nutrition, Bakery, Culinary Essentials;
- To conduct any activity that violates school rules, MISD Board Policy, or the law (this includes adhering to copyright laws);
- To access the data or account of another user (altering files of another user is considered vandalism);
- To install any non-approved software onto MISD Devices; or,
- To copy MISD school software (copying school owned software programs is considered theft).

Digital Citizenship

Students will receive instruction in safe, ethical, and appropriate use of technology for the use of the Device. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the

safety of others. Users must respect the intellectual property of others by crediting sources and following all copyright laws.

Reasonable efforts will be made to make sure students will be under supervision while on the network. However, it is not possible to constantly monitor all individual network use at all times. Students may encounter information that may be inappropriate or illegal. If a student encounters such information, the student should close the lid immediately and notify supervisory personnel or other appropriate personnel of what occurred.

For more information on living in a digital world:
- [Common Sense Education - Family Engagement Resources](#)
  | Common Sense Education. (n.d.). Retrieved April 7, 2025, from www.commonsense.org/education/family-engagement-resources
- [Cyberbullying Research Center](#)
  | Cyberbullying Research Center. (n.d.) Retrieved April 7, 2025, from https://cyberbullying.org
- [Digital Citizenship & Online Safety](#)
  | National Center for Missing & Exploited Children. (n.d.) Retrieved April 7, 2025 www.missingkids.org/netsmartz/resources

Copyright

MISD believes that all students should be adequately educated to function as citizens in an increasingly digital world. To this end, MISD makes understanding and applying copyright guidelines part of our PK-12 digital citizenship 1:1 curriculum and expects all students and staff to use best practices with regards to copyright guidelines.

First, MISD recognizes that federal law states that it is illegal to duplicate or distribute copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Copyright laws govern the use of copyrighted materials. Teachers and students may use copyrighted materials for educational projects and learning activities, but they must follow specific "fair use" guidelines. Staff and students receive copyright and fair use instruction and/or guidelines from a variety of sources, including **Common Sense Media.**

Because copyright laws are complex, MISD works to help students learn to analyze each situation and make educated judgments on a case-by-case basis.

For more information:
- [Common Sense Education Copyright And Fair Use](#)
  | Copyright and Fair Use Animation. Retrieved April 7, 2025, from https://www.commonsense.org/education/videos/creativity-copyright-and-fair-use
- [Copyright, Creative Commons, and Fair Use in the Classroom](#)
  | Barnwell, P. (2025, March 11). Learn the law, find free resources, and teach the rules to students. *Common Sense Education*. Retrieved April 7, 2025, www.commonsense.org/education/articles/copyright-creative-commons-and-fair-use-in-the-classroom

V. Monitoring Student Use and Data

Content Filtering

MISD monitoring of Devices, in compliance with the Children's Internet Protection Act ("CIPA"), is and will continue to do everything practical to keep students safe when using technology. This includes installing content filtering on all Devices. Filtering technology is not perfect, it is possible that restricted content may not always be stopped by filtering technology. MISD does not have control of content posted on the Internet, nor does it have control of incoming email. Sites and content accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the MISD. MISD expects students to use technology appropriately and follow all policies when using the Internet, and believes that parent/or legal guardian supervision of technology use outside of school is of critical importance to ensuring student safety and compliance with District policies and federal, state, and local law. Students found in violation of the [MISD Board Policy Number 605.6 Appropriate Use of Computers, Computer Network Systems, and the Internet](#) will be subject to disciplinary action.

Monitoring

Students waive any right to privacy in anything they create, store, send, disseminate or receive on MISD's computers and computer network systems, including the Internet.

MISD has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students visit on the Internet and reviewing email. The administration and technology staff shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of this Policy. MISD also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes. Software also allows for screen monitoring while at school, which makes it possible for appointed MISD personnel to monitor student Device screens. Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

Student Off-Campus Access to the Internet

At school, students will have access to the Internet through the school network. When not at school, students can access the Internet on district Devices if they have Internet access available to them in their home or other locations. The Device's content filter is in place when students access the Internet outside of the school. Therefore, sites that are "blocked" at school are also "blocked" in other locations where students access the Internet.

Students, who are issued a Device to take home, may access the Internet on their district Device at any time outside of school. As with any other Internet-enabled Device, MISD recommends that parents or legal guardians monitor their student's time and activities on the Internet. Students should understand that their parent's/guardian's rules about Internet usage outside of school are applicable even when the student is using their district Device.

Disclaimer/No Warranties

MISD students take full responsibility for their access to MISD's network resources and the Internet. Specifically, MISD makes no representations or warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet
3. Any consequences of service interruptions, loss of data, or delivery failures/miss-deliveries, for whatever reason

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VI. Damage and Consequences

Device Problems

If the Device is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the student must take the Device to the building Media Center as soon as possible after discovery of the problem. If the Device cannot be fixed immediately, the student may be issued a loaner device to use on a temporary basis.

- Even though response may not be immediate, district personnel capable of finding a solution will be notified via the Help Desk and the problem taken care of in as timely a manner as possible.
- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic/aluminum casing.
- When in doubt, ask for help.

Device Damages

If a Device is damaged (either accidental or intentional), the school must be notified immediately. MISD administration will determine if the damages were due to accidental or intentional conduct as well as the severity of the incident. Fees may be accessed according to these device charges/fees. Negligence may be considered intentional conduct. The examples listed include but are not limited to the following:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Device.
- Lending the Device to others other than one's parents/or legal guardians.
- Using the Device in an unsafe environment.
- Using the Device in an unsafe manner.

A student whose Device is being repaired will have access to a loaner device in most cases. If the student leaves the school district and does not turn in the Device, MISD will make a reasonable effort to obtain the Device or full replacement cost. If those efforts are unsuccessful, MISD will treat it like a stolen Device and will notify appropriate authorities. Loaner Devices do not go home, but are returned to the Media Center at the end of each school day.

Repairing/Replacing Your Chromebook:

Vendor Warranty:
- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction.

- The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. Ask your homeowner or rental insurance policy holder for third party insurance information that would cover damage, loss, or theft.
- All repair work will be managed by the MISD Technology Department. Devices are never to be taken to an outside computer service for any type of repair or maintenance.

Loss or Theft of Devices

Devices that are lost, stolen, or vandalized need to be reported to the Media Center immediately. Stolen or vandalized Devices will be reported to the appropriate authorities. Devices deemed lost or stolen due to negligence are subject to device charges/fees as determined by MISD Business Office.

Fees for Damages

In the event of damage, lost, or stolen Device within the student's control, it will be at the administration's discretion to determine charges for damage. Input from the technology team and information from the Help Desk may be used to make a determination. MISD reserves the right to assess a fee not to exceed the full cost of the repair or replacement cost for any damages.

Discipline

Any student who violates the rules and expectations relative to this Handbook and/or MISD Board Policy Number 605.6 Appropriate Use of Computers, Computer Network Systems, and the Internet will be subject to disciplinary action. If there is evidence that a violation has occurred, then a MISD administrator or designee will decide appropriate consequences in accordance with school policy and the law. Disciplinary action could include but is not limited to, verbal warnings, restriction of technology privileges, and up to and including suspension or expulsion from school. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic surveillance system or Devices. The interpretation, application, and modification of this policy are within the sole discretion of MISD. Any questions or issues regarding this policy should be directed to the building principal.

Loaner Device

Each building in the 1:1 initiative will have some Chrome OS devices for check out, hereinafter, referred as the Loaner. Every effort will be made to ensure that Loaners have full access to the network and Internet resources, but may not be the same make or model as their original Device, and therefore, may not have the same features and abilities. A Loaner may be obtained from the building Media Center. No charger will be issued with the Loaner.
Loaner may be issued for the following reasons:
- The original Device is not working properly, is damaged, and/or being repaired
- The original Device was reported lost or stolen
- The original Device was left at home and every effort to have it transported to school in the same day was attempted by the student

Devices from Home

All students will be issued a district-owned Device and be expected to use the Device while at school for the following reasons:

- Devices at MISD are all provisioned with the same basic programs and structures.
- Teachers have the expectation that all student devices can perform the same tasks and have all the same capabilities.
- MISD provides software to restrict Devices during course-level, District, State, and National online tests that operate on a domain level license unavailable to outside devices.
- Devices managed by MISD have all the proper security to allow connections to other devices and network resources such as servers and printers.

Students may bring Devices from home with the following caveats:
- For security, outside devices are only allowed Internet access to the guest network.
- Printing must be done through the MISD Device.
- Each family accepts full responsibility for their personal devices and/or peripherals.
- MISD is not responsible for damaged, lost, or stolen personal devices or their accessories.

Assistive devices used in compliance with an Individual Education Plan (IEP), 504 plan, or other adaptive services plan are not entirely subject to the restrictions above and are managed on a case-by-case basis.

VII. Legal Issues and Jurisdiction

Because the MISD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all equipment and facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of MISD's network resources is subject to the rules stated in this policy. MISD monitors its network and may investigate electronic incidents even if they happen after school hours and outside of school. MISD reserves the right, if needed, and at its sole discretion, to remotely access, open, examine, and/or delete electronic files that violate this or any other MISD District Policy.

Informational Tips about Chromebooks & Read all Safety Warnings

Students and their parent(s)/or legal guardian(s) are strongly encouraged to review the user information for this Device to understand more about the Device, its capabilities, and required care.

Quick tips for using the Chromebook:
- [Chromebook Basics in Google Slides](#)
- [Chromebook Keyboard Tips and Tricks in Google Slides](#)
- [How to use your Chromebook Touchpad in Google Slides](#)
- [Chromebook Support Guide](#)

Parent's/Legal Guardian's Right To Waive 24/7 Access

Parents/Legal Guardians have the right to waive their child's 24/7 access to the Device by filing a [written waiver](#) with the school's main office and shared with the Director of Technology. The student will still have access to the Device while at school, but will not be allowed to remove the Device from school. A location will be provided to store and charge the Device at school. The decision to either waive the right to 24/7 access or to participate in 24/7 access to the Device can be made at any time during the school year.