



# **Marlboro County School District**

2018-19

1:1 (One-to-One)

Handbook for Parents & Students

#345Marlboro

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## Chromebook Guidelines for Students

These guidelines have been created to prevent accidental damage to the Chromebooks and to ensure that students are using them safely for educational purposes. Guidelines will be enforced in all areas of the school and should also be followed at home.

1. **ALWAYS** use the Chromebook placed flat on a desk or table, NOT in lap, on the floor etc.
2. **ALWAYS** carry the Chromebook with lid closed inside the classroom.
3. **ALWAYS** transport the Chromebook securely fastened in padded book bag & not on top of books-- whether going next door or leaving for the day.
4. **ALWAYS** keep all food, drink, and heavy objects away from the area where the Chromebook is being used to prevent accidental damage to the Chromebook.
5. **ALWAYS** bring your Chromebook to school, charged and ready to use, and to each class throughout the day.
6. **ALWAYS** keep your Chromebook in a safe, secure environment. Do not leave your Chromebook unattended or anywhere it could be exposed to extreme temperatures, theft, or other damage.
7. **NEVER** touch the screen of the Chromebook with fingers or any other object.
8. **NEVER** close the Chromebook with ANYTHING on the keyboard as this may damage the screen (be especially mindful of earbuds, pencils, papers, etc.)
9. **NEVER** place Chromebook in the floor where it may be stepped on. Store it in basket under desk when not in use in class.
10. **NEVER** push the Chromebook screen back too far or pick the Chromebook up by the screen as this will cause a short in the screen.
11. **NEVER** attempt to visit blocked sites or use the computer in a way that is not allowed in the MCSD Acceptable Use Policy.
12. **ALWAYS** follow the rules of netiquette in all of your computer interactions- treat others as you wish to be treated online as well as in person.
13. **ALWAYS** use your own Chromebook and don't allow other students to use it because each student is responsible for damages to his or her own Chromebook

This document provides detailed information to parents and students about caring for the technology being entrusted to them.

### **Receiving a Chromebook**

- Student Signature- Students are expected to sign the student Rights and Responsibilities Handbook document during the registration process and prior to receiving an MCSD-issued device.

### **Returning the Chromebook**

#### **End of Year**

- At the end of the school year, students will turn in their Chromebooks and charger. Failure to turn in a Chromebook and charger will result in the student being charged the full replacement cost of these items. The District may also file a report of stolen property with the local law enforcement agency.

#### **Transferring/Withdrawing Students**

- Students that transfer out of or withdraw from Marlboro School District must turn in their Chromebooks and charger to their school on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for each missing asset (Chromebook and charger). Unpaid fines and fees of students leaving MCSD may be turned over to a collection agency. MCSD may also file a report of stolen property with the local law enforcement agency.

### **Taking Care of the Chromebook**

Chromebooks are being issued to students to be used during the school year for instructional purposes. It is the expectation of the district that students will care for the Chromebooks so that when they are returned they will be in the same physical condition as they were received.

- Chromebooks that are broken or fail to work properly must report the problem to their classroom teacher.
- District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except when locked in their hallway locker.

#### **General Precautions**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate port on the Chromebooks.
- Chromebooks should not be used or stored near pets.

- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual during the school day or otherwise unless requested to do so by school personnel.

### **Carrying Chromebooks**

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

### **Opening the Chromebook**

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position.
- The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

### **Closing the Chromebook**

- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the Chromebook using two hands--one at either corner of the screen

### **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.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.

- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Never lift the Chromebook by the screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### **Asset Tags**

- All Chromebooks will be labeled with a MCSD asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with an MCSD asset tag or turning in a Chromebook without an MCSD asset tag.

### **Using Chromebooks**

#### **Media**

- Inappropriate media (pictures, music, movies, etc.) may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Inappropriate media (images, videos, etc.) may not be stored on or accessed on the Chromebook. The presence of such media may result in disciplinary action, but shall result in loss of privileges.

#### **Audio**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphone use may be permitted at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

### **Managing and Saving Digital Work With a Chromebook**

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and from most mobile Internet devices.
- Students should always remember to save frequently when working on digital media (although many cloud-based applications, including Google Docs, automatically save work).
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

## **Following Classroom Guidelines**

- Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.
- Secondary students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. i. If a student does not bring his/her Chromebook to school, they must either sign out a loaner, if one is available, for the day, or have a parent bring in their Chromebook.
- Students should indicate to their teacher that they do not have a Chromebook with them.
- Teachers may direct the student who has forgotten the Chromebook to seek the assistance of another student to view information.

## **Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.

## **Using a Chromebook Outside of School**

- Secondary students are encouraged to use their Chromebooks at home and other locations 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.

## **Operating System and Security**

- Students may not use or install any operating system on their Chromebook other than the current version that is supported and managed by the district.

## **Updates**

- The Chromebook operating system, updates itself automatically. Students do not need to manually update their Chromebooks.

## **Virus Protection**

- 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.

### **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 will have all Internet access provided by the district filtered, protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

### **Software**

- Google Apps for Education- Chromebooks seamlessly integrate with the Google Apps for Education (GAFE) suite of productivity and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

### **No Expectation of Privacy**

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### **Cyberbullying**

- Cyberbullying is the use of technology to harass, threaten, embarrass, or target another person. Any student who is found to have cyberbullied another student will be disciplined according to the MCSD Board Policy on Bullying.

## **Marlboro County School District**

### **Chromebook Device Coverage**

Accidental damage to Chromebooks will be repaired at no cost to students who have paid their \$20 insurance fee; however, a student must report the damage and the incident that caused the damage. Devices cannot be repaired without an explanation of the cause of the damage.

If a Chromebook has non-accidental claims, students will be charged full repair amount.

### **Cost of Lost or Intentionally Damaged Device and Accessories**

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged are the responsibility of the student and parents and the replacement cost must be paid to the school.

### **Accidental Damage**

First accidental damage will be covered by insurance fees as long as a form is filled out concerning what happened to the Chromebook. Information from this form will be sent to parents. Any additional damages will need to be reimbursed at cost of repair.

### **Chromebook/Device Technical Support**

The Tech Office will be the first point of contact for repair of Chromebooks. Services provided by the tech office include:

- Password identification
- User account support
- Coordination of warranty repair
- Distribution of loaner device (during repair)
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates

### **Insurance**

A non refundable \$20 insurance fee is mandatory for all students. Devices will be distributed to students if they do not pay this fee; however students may not be allowed other privileges/activities of the school until the fee has been paid. Unpaid insurance will be a debt that will be collected prior to leaving the school.

Families with a hardship will be allowed to pay their insurance fee overtime. This should be set up with the school's bookkeeper.

The chart below shows the actual price of all materials provided to the student. All of these materials will be covered under the \$20 insurance fee.

Dell Chromebook	\$335.00
Chromebook Charger	\$36.00
Case	\$40.00
Total	\$411.00

## **Marlboro County School District's Code of Conduct**

All Chromebook violations will be taken seriously and will be enforced based on the District's Code of Conduct.

### **Level 1 - disorderly conduct**

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. Acts of disorderly conduct may include, but are not limited to, the following.

- classroom tardiness
- cheating on examinations or classroom assignments
- lying acting in a manner so as to interfere with the instructional process
- abusive language between or among students
- failure to complete assignments or carry out directions use of forged notes or excuses
- cutting class
- school tardiness
- truancy possession of a paging device in conflict with district policy

The staff will follow these basic enforcement procedures in instances of disorderly conduct.

- When the staff member observes (or is notified about and verifies) an offense, the staff member will take immediate action to correct the misconduct. The staff member will use an appropriate sanction, and maintain a record of the misconduct and the sanction.
- If a certain misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for action specified under this policy.
- The administrator should meet with the reporting staff member, and, if necessary, the student and the parent, and should affect the appropriate disciplinary action.
- The administrator will maintain a complete record of the procedures.
- The staff may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following.
  - verbal reprimand
  - withdrawal of privileges
  - demerits
  - detention
  - in-school suspension

## Level 2 - disruptive conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following.

- use of an intoxicant
- fighting, harassment, intimidation or bullying
- vandalism (minor)
- stealing
- threats against others
- trespassing
- abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperons) whose responsibilities include supervision of students
- possession or use of unauthorized substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- unlawful assembly
- disrupting lawful assembly
- hazing

The staff will follow these basic enforcement procedures in instances of disruptive conduct.

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
- The administrator will notify the parent of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent, confer with them about the student's misconduct, and effect the appropriate disciplinary action.
- The administrator will keep a complete record of the procedures.
- The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following.
  - temporary removal from class

- alternative education program
- in-school suspension
- out-of-school suspension
- transfer
- referral to outside agency
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities

### **Level 3 - criminal conduct**

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.

Acts of criminal conduct may include, but are not limited to, the following.

- assault and battery
- extortion
- bomb threat
- possession, use or transfer of dangerous weapons
- sexual offenses
- vandalism (major)
- theft, possession or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by board policy
- furnishing, selling or possession of controlled substances (drugs, narcotics or poisons) distribution, sale, purchase, manufacture or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds
- threatening to take the life of or inflict bodily harm upon a teacher, principal or members of their immediate family

The staff will follow these basic enforcement procedures in instances of criminal conduct.

- When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, effect the appropriate disciplinary action, and, if appropriate, meet with the student.
- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent as soon as possible.

- If appropriate, school officials should contact law enforcement authorities.
- Staff will follow established due process procedures when applicable.
- The administrator will keep a complete record of the procedures.
- The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following.
  - out-of-school suspension
  - assignment to alternative schools
  - expulsion
  - restitution of property and damages, where appropriate, should be sought by local school authorities

**Extenuating, mitigating or aggravating circumstances**

The board may give the appropriate administrator the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

## **Middle and High School Student Acceptable Use Policy**

The Marlboro County School District's Acceptable Use Policy refers to use of all technology devices and accounts (including email) that are distributed by the district or school to students.

### **Acceptable use agreement for middle and high school students**

The use of technology is a privilege, not a right, and inappropriate use will result in administrative action in compliance with the district's code of conduct. All staff and students must abide by the generally accepted rules of network etiquette, including the following.

- Protect login and password information. Do not give this information to fellow students or friends.
- Use school computers and other digital devices for academic work at all times.
- Ensure only appropriate content is contained on digital devices (flash drives, cameras, mobile devices, etc.) and is used for student work.
- Alert school officials if unacceptable materials or Internet sites are inadvertently accessed.

The following uses of the school district system and Internet resources or accounts are considered unacceptable.

- Users will not use the school district system to access, review, upload, download, store, print, post, distribute, transmit or receive abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language, images or other media that are inappropriate to the educational setting or disruptive to the educational process or that could cause damage or danger of disruption or that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- Users will not use the district system to post false or defamatory information about a person or organization, harass another person or engage in personal attacks, including bullying, prejudicial or discriminatory attacks.
- Users will not use the district system to engage in any illegal act to violate any local, state or federal statute or law.
- Users will not use the district system to vandalize, damage or disable the property of another person or organization.
- Users will not make attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
- Users will not use the district system or other networks or media to tamper with, modify or change the district system software, hardware or wiring or take any action to violate the district system's security (hacking).

- Users will not access, copy or download streaming media unless authorized by the instructor for academic purposes.
- Users will not distribute unauthorized media content to other users.
- Users will not use the district system in such a way as to disrupt the use of the system by other users.
- Users will not give their passwords to anyone else or use the passwords of others.
- Users will not access, copy or download music CDs or music from the Internet unless they are appropriate for academic assignments and follow copyright guidelines.
- Users will not access unauthorized personal or social networking websites.
- Users will not access chat rooms, games, instant messaging, blogs and email except for designated classroom activities under the direct supervision of certified personnel and with the permission of the district technology department.
- Users will not use the district system to post private information about another person, personal contact information about themselves or other persons unless under the supervision of certified personnel. This includes, but is not limited to, home addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable.
- Users will not attempt to gain unauthorized access to the district system or any other network through the district system; attempt to log in through another person's account; or use computer accounts, access codes or network identification other than those assigned to the user.
- Users will not use proxy servers or any other means to bypass or disable the district filtering system.
- Users will not use the district system for unauthorized commercial purposes or financial gain or to purchase goods and services unrelated to the mission of the district.

# Marlboro County School District

## 1:1 Handbook and Responsible Use Agreement

Chromebook Reminders:

- Chromebook is to come to school fully charged each day.
- When turning Chromebooks in for repair, Google form must be completed before repair will be done.
- Do not wrap the charger cord tightly as it will cause wires to break.
- Do not close your Chromebook without checking to make sure there is nothing in it (earbuds, pencils, etc.)
- Store all items in your Google Drive in case your device needs to be wiped for repair.
- If my Chromebook is lost, I am responsible for replacement costs.
- One accidental damage will be covered by the school, if there is any additional damage, I am responsible for the cost of repair.

SIGN OFF PAGE

Parents and students should carefully read the 1:1 Handbook, including the Responsible Use Policy, prior to completing the portion below.

-----Return Portion Below-----

### 2018-19 Parents and Students

Your signature below indicates your understanding of the Marlboro County School District's 1:1 Handbook policies as well as the Responsible Use Policy. Your signature further indicates you will follow the policies contained in both documents and understand the replacement/repair fees involved.

Student Name (printed): \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent name (printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_