McPherson High School Chromebook 1:1 Program Guide
Policy, Procedures, and Information

August 28, 2015

The focus of the Chromebook 1:1 program at McPherson High School is to provide tools and resources for the 21st century learner. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

The policies, procedures and information in this guide apply to all Chromebooks used at McPherson High School. Teachers may set additional requirements for use in their classrooms.

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1. GENERAL INFORMATION

1.1   Overview of Program

This document explains the policies and procedures for all students in the McPherson High School Chromebook 1:1 Program. These policies and procedures are in addition to the technology policies outlined by the USD 418 Board of Education regarding technology including the Acceptable Use Policy. The term Chromebook is intended to include the Chromebook device, the charging device, and any other peripheral devices that may be distributed to students under this program.

1.2   Receiving Your Chromebook

Chromebooks will be distributed each fall near the beginning of the semester. Students should take good care of their Chromebooks, because they will receive the same Chromebook the following school year. Before receiving a Chromebook, parents and students must have the following two forms signed (or electronically signed) and on file at the high school:

- USD 418 Acceptable Use Policy (normally signed at enrollment)
- Chromebook Permission Form

1.3   Chromebook Check-in

Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student withdraws, transfers, or is suspended from USD 418 during the school year, the student will be required to return the Chromebook immediately. Failure to return Chromebooks in good condition will require payment in full to replace or repair the Chromebooks, whichever is applicable.

If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at McPherson High School, a theft report will be filed with the appropriate law enforcement agency and district records may be withheld.

1.4   Chromebook Damage Incidents and Repairs

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact an administrator immediately.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately.

- Any hardware/software repairs that are not due to misuse or damage will be covered without cost.
- Any accidental or intentional damage to the device may incur a cost in accordance with the chart below.
- Students pay a $40 Chromebook rental/insurance fee each year, which will be used to defray up to $40 in accidental damage repair costs.
- All damage incidents will be investigated and addressed on a case-by-case basis.
- In some cases, an administrator may determine that another student is partially or wholly liable for the damage, in which case, some or all of the repair costs may be charged to the other student.
- After two incidents of accidental damage, a student may lose some of the privileges of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.

Issue	Action(s) Necessary	Cost
Accidental Damage (1st Instance)	Report the damage to an administrator, who will determine if it will be covered under the insurance plan. The administrator will initiate the repair and authorize a loaner Chromebook.	The repair or replacement cost will be deducted from the original $40 insurance balance. The student will pay any additional repair cost over $40.
Accidental Damage (2nd Instance)	Report the damage to an administrator, who will determine if it will be covered under the insurance plan. The administrator will initiate the repair and authorize a loaner Chromebook.	The repair cost will be deducted from the remaining insurance balance. The student will pay any additional repair cost over the remaining balance.
Accidental Damage (3rd and additional instances)	Report the damage to an administrator, who will determine if it will be covered under the insurance plan. The administrator will initiate the repair. A loaner device may not be issued. Some loss of privileges of using the	The repair cost will be deducted from the remaining insurance balance. The student will pay any additional repair cost over the remaining balance.

	Chromebook may occur at the administrator's discretion.	
Negligence or Intentional Damage	Report the damage to an administrator. Repair costs will not be covered under the insurance plan. The administrator will initiate the repair. A loaner device may not be issued. The student will be subject to any and all appropriate discipline for damage to school property as set forth in applicable district or school policies.	The repair cost will be deducted from the original $40 insurance balance. The student will pay any additional repair cost over $40.
Loss	Report the loss to an administrator. A loaner device may not be issued.	The replacement cost will be deducted from the original $40 insurance balance. The student will pay any additional repair cost over $40.
Theft	Report the theft to an administrator. The student must file a report immediately with the appropriate law enforcement agency. A copy of the police report report must be brought to an administrator before a loaner is issued.	No cost
Damage or Loss of Power Adapter	Report the damage or loss to an administrator, who will determine if it will be covered under the insurance plan. The administrator will authorize a replacement.	The replacement cost will be deducted from the remaining insurance balance. The student will pay any additional cost over the remaining balance.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the MHS Library staff or an administrator for evaluation.

2.1 General Precautions

The Chromebook is school property and all students will follow this policy and the USD 418 Acceptable Use Policy for technology.

- Chromebooks are not allowed in the cafeteria during student lunch periods.
- Do not use or place a Chromebook in any location where it might be subject to a liquid or beverage spill.
- Chromebooks must remain free of any writing, drawing, skins, stickers, or labels that are not the property of USD 418.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Do not remove or deface the factory barcode labels or school-applied inventory number from the bottom of the Chromebook.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Do not stack any books or heavy objects on top of the Chromebook as it could cause the device to break.

2.2 Storing, Carrying and Transporting Chromebooks

Students are allowed to carry their Chromebook in their backpack, but they are strongly encouraged to purchase a separate protective carrying case or padded sleeve.

- Do not carry an open Chromebook while on the move, through the halls or around a classroom - that is when most drops occur.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, dressing rooms and hallways. If a Chromebook is found in an unsupervised area, it should be taken to the main office and the student "owner" may be subject to disciplinary action.

- In some circumstances, parents may request that a Chromebook not be taken home, and the school will provide a secure storage location with charging capabilities.
- When students are not using their Chromebooks, they should be locked in their normal student locker or gym locker.
- Limit the number of items carried within a backpack in order to avoid possible damage to the Chromebook screen.
- Place some foam padding inside a backpack to provide added protection for the Chromebook.
- Chromebooks must never be left for extended periods in direct sunlight, extreme heat or extreme cold - do not leave them in a car.
- To prevent damage, nothing should be placed on top of the Chromebook.

2.3   Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Only use a clean, soft, anti-static cloth to clean the screen - no liquid cleansers of any type.
- When cleaning the screen, turn the Chromebook off and lay the screen on a flat surface with the keyboard upright.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything in a backpack or carrying case that will press against the cover.

3.   USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day and teachers may factor "Chromebook attendance and preparation" into a student's grade. In addition to classroom requirements for Chromebook use, other important daily functions such as announcements, calendar scheduling, task management, and other activities will be channeled through Chromebook applications. Students must bring a fully charged Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1   Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.

- A limited number of loaner Chromebooks are available for daily rental from the Library for a flat fee of $2. The Chromebook will need to be returned to the library prior to the end of the school day.
- If a student leaves their Chromebook at home for three consecutive school days, they may be required to bring it in for an inspection.

3.2 Chromebooks Undergoing Repair

Loaner Chromebooks may be issued to students when they turn in their Chromebooks for repair, depending on availability.

3.3 Charging Your Chromebook's Battery

- Chromebooks must be brought to school each day in a fully charged condition.
- Students need to charge their Chromebooks each evening.
- In cases where the use of the Chromebook has caused the batteries to become discharged during the school day, students may ask for a teacher's permission to connect their Chromebooks to a power outlet in class.
- Do not remove or deface the school-applied inventory number from the power charger.
- Do not wrap the power cord so that it puts stress on the connection to the power charger.

3.4 Screensavers and Wallpaper Backgrounds

- Students are allowed to personalize their Chromebook screen with school-appropriate media as a screensaver or wallpaper background.
- Inappropriate media would include, but is not limited to, images, words or representations of weapons, obscene or pornographic materials, profane language, alcohol, drugs, tobacco and gang-related symbols.
- Students will be subject to disciplinary consequences for violating this expectation.

3.5 Applications, Sound, Music and Games

- Applications and other media items will be installed for educational purposes on the Chromebooks at the request of the MHS teaching staff.
- Students can download approved apps and extensions which are listed in the Chromebook Apps for McPherson Schools in the Chrome Web Store.

- Downloading applications that have not been approved by the MHS teaching staff will result in deletion of the program from the Chromebook device and disciplinary action.
- Sound must be muted at all times unless approved by a teacher.
- Students are encouraged to bring personal headphones/earbuds for use with their Chromebooks.
- Playing Internet games on a Chromebook is not allowed unless approved by an MHS teacher.

3.6   Printing

Printing will be not be available with the Chromebook. If a student needs to print a document, it should be sent to a teacher for printing.

3.7   Wireless Network Access Away From School

- Students are allowed to join wireless networks away from school on their Chromebooks.
- School IT staff will not be responsible for diagnosing or troubleshooting wireless connectivity issues away from school.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
- If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

4.   MANAGING YOUR FILES & SAVING YOUR WORK

4.1   Saving to the Chromebook

- Students should save their files to their Google Drive accounts via the Chromebook.
- The Chromebooks have very limited internal storage space, so the available space should be used for school-related files
- It is the student's responsibility to ensure that their is work backed up and therefore not lost due to mechanical failure or accidental deletion.

- Chromebooks will not be backed up by the technology support staff in cases of resetting or re-imaging.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

- McPherson USD 418 makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

- The Chrome operating system, applications, and extensions installed and configured by MHS must remain on the Chromebook in usable condition and be easily accessible at all times.
- Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.
- Any attempt to "jailbreak" the Chromebook or change the configuration of the device will result in immediate disciplinary action.

5.2 Inspection

- Student Chromebooks are school property and students should be prepared to provide their Chromebooks at any time for inspection.
- Inspection may occur at random or may occur as a result of suspected or known abuse of school policy.
- An inspection of the Chromebook may include a review of all material saved on the machine.
- The school reserves the right to delete anything it deems educationally inappropriate or that is in violation of any part of the USD 418 Acceptable Use policy or this MHS Chromebook 1:1 Program Guide.

5.3   Procedure for Re-loading Software

- If technical difficulties occur or illegal software is discovered, the Chromebook may be restored to original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.
- Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

5.4   Software Upgrades

- Each time a Chromebook is powered on, the operating system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students power down their Chromebooks at night by holding down on the power button until the system lights go off. This will allow the device to update on its own when powered on the following day.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted.

6.   ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1   Parent/Guardian Responsibilities

- Talk to your children about values and the standards they should follow on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies and radio.
- Become increasingly active participants by asking your child to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversations between you and your child regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.

NetSmartz:

http://www.netsmartz.org/Parents

CommonSense Media:

http://www.commonsensemedia.org/blog/digital-citizenship

- Ensure that other family members and friends are not using your child's Chromebook for their personal use. If they are doing something inappropriate or illegal, the responsibility could fall on the student who "owns" the Chromebook.

6.2   School Responsibilities:

- Provide Internet access and online course materials to its students.
- Provide Internet filtering and blocking of inappropriate materials.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

6.3   Student Responsibilities:

- Fully understand and comply with the USD 418 Acceptable Use Policy.
- Use their Chromebooks in a responsible, ethical, and educational manner.
- Obey general school rules concerning behavior and communications that apply to technology use.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Take personal responsibility to notify an administrator about any questionable, inappropriate, abusive or threatening activity they may encounter.
- Comply with copyright laws and license agreements.
- Avoid plagiarism and give credit to all sources used, whether quoted or summarized.

6.4   Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or USD 418 policies, he/she will disciplined in accordance with the discipline policy outlined in the student handbook.