



LIVE. LEARN. LEAD.

Student/Parent Handbook for Chromebook Distribution

Table of Contents

1. RECEIVING AND RETURNING YOUR CHROMEBOOK

- 1a. Chromebooks Issued by the MSD
- 1b. Returning Your Chromebook

2. TAKING CARE OF YOUR CHROMEBOOK

- 2a. General Care
- 2b. Carrying Chromebooks
- 2c. Screen Care
- 2d. Technical Support

3. USING YOUR CHROMEBOOK AT SCHOOL

- 3a. Chromebooks Left at Home
- 3b. Chromebook Repair
- 3c. Charging Your Chromebook
- 3d. Account Security
- 3e. Backgrounds

4. SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- 4a. Saving to your Google Apps Account

5. ACCEPTABLE USE GUIDELINES CHROMEBOOK

- 6a. General Guidelines
- 6b. Privacy, Safety, and Digital Citizenship
- 6c. Legal Property
- 6d. Email Electronic Communication
- 6e. Consequences

6. INSURING AND REPLACING YOUR CHROMEBOOK

- 6a. Chromebook Insurance

7. CHROMEBOOK FAQ

Updated August 19, 2019

1. RECEIVING/RETURNING YOUR CHROMEBOOK

1a. Chromebooks Issued by the Medford School District

- Chromebooks are considered a learning tool, like a textbook, and therefore are a required component of a student's learning toolbox.
- Chromebooks will be distributed at the beginning of the school year. Students will be given an orientation to their device and information on being a good digital citizen.
- The following items and accessories will be distributed and recorded in the district inventory system:
 - Chromebook with name and barcode affixed to the device
 - Charging cord
- Students will keep devices year-round while enrolled with the Medford School District.

1b. Returning Your Chromebook

- Students leaving the district must return district-owned Chromebooks and accessories, along with textbooks, prior to withdrawal.
- Returning students may turn in Chromebooks and accessories within the last two weeks of the school year for families who don't wish to take responsibility for the technology during the summer.
- If a Chromebook and/or accessory is lost, stolen, or not returned, the student/guardian will be charged the full replacement cost (\$300) and law enforcement agencies may be notified.

2. TAKING CARE OF YOUR CHROMEBOOK

2a. General Care

- Students are responsible for the general care of the Chromebook; they are issued by the MSD.
- Students are responsible for bringing a fully charged Chromebook to school each day.
- All district IDs, labels and barcodes must remain on the equipment (\$5 fee if removed).
- It is important to use chargers created for the specific device model when one is lost to avoid permanent damage to the device. Additional chargers can be purchased from the Activities Office or student store (\$10).
- Chromebooks must remain free of any personalization, such as writing, drawing, stickers, etc. A \$5 fee will be charged to any student who defaces a Chromebook.
- Be mindful of food, drink, etc. that may come in contact with the Chromebook.
- Chromebooks should not be left unsupervised; they are in danger of being stolen.
 - Please turn an unsupervised Chromebook in to a staff member.
 - If a Chromebook has been stolen, report the information to the Main Office immediately.
- Chromebooks should not be stored in a vehicle for security and temperature control reasons.

2b. Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed when moving.

2c. Screen Care

- The Chromebook screens can easily be damaged, particularly by excessive pressure.
- Actions that tend to damage the screen:
 - Pressure on the top of the Chromebook when it is closed.
 - Placing anything in a protective case that will apply additional pressure against the cover.
 - Poking the screen with anything that will mark or scratch the screen surface.
 - Placing anything on the keyboard before closing the lid (pens, pencils, papers, earbuds)
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

- Window cleaners, household cleaners, or other sprays may damage the Chromebook.

2d. Technical Support

- Chromebooks that are broken, or fail to work properly, must be taken to the Library or Media Center as soon as possible so that the issue can be properly resolved.
- Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.

3. USING YOUR CHROMEBOOK AT SCHOOL

3a. Chromebooks Left at Home

- Students are expected to have their Chromebook present and charged on a daily basis at school.
- There will be a limited number of Chromebooks available for checkout through the Library Media Center.
- Repeatedly coming to school unprepared may result in disciplinary action.

3b. Chromebooks Under Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred to the loaner while in the possession of the student.

3c. Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged.
- If a Chromebook needs to be charged during the day, each teacher will have a charging policy/procedure.

3d. Account Security

- Students are required to use their MSD assigned username and password and keep this password confidential.

3e. Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, sexualized material, inappropriate language, alcohol, drugs, gang-related symbols or pictures will result in disciplinary actions.

4. SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

4a. Saving to your Google Apps Account

- With a wireless Internet connection, Google documents and files uploaded to Google Drive can be accessed from any device, anywhere, at any time.
- Prior to leaving the district, or graduating, students are encouraged to transfer any documents to a personal account. Accounts may not be available after graduation.
 - Save all files to the unlimited storage in Google Drive to ensure you will have continued access.

5. ACCEPTABLE USE GUIDELINES CHROMEBOOK

5a. General Guidelines

- See Medford School District Acceptable Use Policy and Administrative Guidelines Policies
- Students are responsible for the ethical and educational use of technology.
- Access to technology is a privilege, not a right. Students are required to follow policies and rules.

5b. Privacy, Safety, and Digital Citizenship

- Teaching our students how to be productive, ethical, and successful digital citizens is a top priority. Digital Citizenship curriculum is provided to all students with the guide of Common Sense Media.
- As required by the Children’s Internet Protection Act (CIPA), Internet access is filtered both within our school district and when the devices are taken outside of the district and used on the public internet.
- Families are responsible for monitoring a student’s use of the device at home. While the devices are filtered, there are no guarantees that all inappropriate content will be caught by the filter.
- Students must abide by Copyright and Plagiarism Laws.
- Students will report to staff or administration if online experiences ever become uncomfortable including but not limited to receiving harassing messages, accidentally viewing offensive or inappropriate content, or being asked to meet someone they met online without parental approval.
- Students will not use profanity or offensive media in any type of communication.

5c. Legal Property

- Chromebooks issued are Medford School District property, and all MSD Board Policies apply.
- The 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.

5d. Email Electronic Communication

- Email and communications sent/received should be related to educational needs.
- Email and communications are not private and subject to inspection by the district at any time.
- Transmitting inappropriate email, including spam, phishing, bullying, or inappropriate content, will be considered a violation of district policies and may result in disciplinary action.

5e. Consequences

- The student in whose name a system account and/or hardware is issued will be responsible at all times for its appropriate use. The devices may not be loaned to anyone else.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Medford School District Acceptable Use Policy and school rules.
- Students who violate board policy or this handbook face disciplinary action and/or financial responsibility.
- The Chromebook is district property and subject to inspection at any time.

6. INSURING AND REPLACING YOUR CHROMEBOOK

6a. Chromebook Insurance

- Accidental Drop/Damage Insurance is offered by the district. This is an optional coverage that will cover costs associated with a school-issued device being damaged due to accidents.
- This coverage is not mandatory, but without it you are responsible for all costs associated with the repair or replacement of the device (up to \$300/device).
- The cost is \$20 per year and must be paid by September 30th or within two weeks of registration for new enrollees during the year.
- Manufacturer defects covered under warranty will not have an effect on insurance.

REPAIR COST COMPARISONS

	Cost WITH insurance	Cost without insurance
1st claim	No cost	Total cost of repair
2nd claim	Cost of repair up to \$50	Total cost of repair
3rd or more claim	Cost of repair up to \$100	Total cost of repair

REPLACEMENT COST COMPARISONS

	Cost WITH insurance	Cost without insurance
1st claim	No cost	\$300
2nd claim	\$150	\$300
3rd or more claim	\$300	\$300

Note: Families who experience economic challenges may request a fee waiver from their school's Main Office and still be placed into the insurance program.

Possible Additional Charges - These charges are per incident and do not count toward the tiered insurance cost or the maximum no insurance costs.

Removal of district labels: \$5
Placement of personal stickers on device: \$5
Power cord replacement: \$10
Chromebook has damage: \$15 to \$300

***The district reserves the right to charge for the entire replacement cost if negligence is determined. Examples of negligence include, but are not limited to, losing or destroying your Chromebook.

9. CHROMEBOOK FAQs

What is a Chromebook?

Chromebooks are mobile computing devices that run Google's Chrome operating system. Chromebooks have a fully functioning internet browser so students will be able to utilize email, access the internet, and complete work online.

Do you need Internet access to use a Chromebook?

Chromebooks work best when connected to the internet. District survey results have indicated that the vast majority of students have internet access at home. If a student does not have internet access at home several local businesses provide free wifi such as the public library, or there are a limited number of Kajeet hotspots available for checkout through the Main Office.

Some Chromebook functions are able to be performed offline (e.g. Gmail, Google Drive, apps). It is

Important to understand though that after completing work offline on a Chromebook it needs to be connected to wifi to sync the work to the cloud after working offline.

Does a Chromebook need virus protection?

Chromebooks are designed so that they do not require virus protection.

Can I opt my student out of receiving a Chromebook?

The Chromebook is a necessary tool to be used in the instruction process. Students cannot opt out of a district-issued Chromebook and may be required to use it during the school day.

What about insurance?

Please see section 6 for information about optional insurance available for \$20/year through the MSD.

Who else can use my child's device?

Your child will be held responsible for Chromebook usage. We do not authorize others to use a student's Chromebook.

Is there an option to buy the Chromebook?

No, Chromebooks issued by the MSD are not available for purchase.

Are there any accessories recommended?

Students should have inexpensive earbuds available for use in class.

What if I don't want my child to bring his or her Chromebook home?

Students are encouraged to bring Chromebooks home each night; if nothing else, it must be charged at home, nightly. If parents or legal guardians decide they do not want their children to bring their devices home, the student will need to make arrangements with a teacher for a secure charging station.

Will students be able to keep their Chromebooks over the summer?

Yes, students are expected to keep Chromebooks through the summer breaks as long as they are enrolled in MSD. Students who wish to return their Chromebooks for storage over the summer may do so.