

Massillon City Schools



Student/Parent Chromebook Handbook

Student/Parent Chromebook Handbook

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Student/Parent Chromebook Handbook

District Technology Philosophy

- We believe access to technology is important for everyone in order to enable collaboration and promote student communication and independence.
- We believe technology enhances instruction when it is regularly integrated throughout the learning process.
- We believe technology enhances instruction when skills, tools and products are appropriately aligned with learning goals.
- We believe technology enhances instruction by providing opportunities for timely formative feedback.
- We believe technology enhances research-based instruction and best practices when used intentionally.
- We believe technology should be differentiated for student use through appropriate products that support learning and student choice.
- We believe technology integration requires professional development that includes direct instruction and time to explore products and skills.

Student's Technological Rights and Responsibilities

Technology Obligations

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

All students and parents must sign a **Student/Parent Chromebook Policy & Acceptance Receipt** (Attachment A of this handbook). This agreement verifies that all students/parents have read and understand the **District's Student Acceptable Use of Technology Agreement Including Internet Use and Safety** (Signed in FinalForms) and has filled out the **Optional Insurance Protection Form** (Attachment B of this handbook).

Student Chromebook distribution and return

- Chromebooks will be distributed each fall at scheduled pick-up days and on designated grade level days that will be announced by the building/s.
- Chromebooks will be labeled in a manner specified by the district. Chromebooks can be identified in the following ways:
 - Student name and identification number
 - Recorded serial number
- Students and parents must sign and return the **Student/Parent Chromebook Policy & Acceptance Receipt**, the **District Acceptable Use Policy**, and **Optional Insurance Protection Form** before the Chromebook will be issued to the student.
- Chromebooks must be returned prior to the end of the school year at the direction of the district and the building/s. During the summer the Chromebooks will be updated, cleaned and minor repairs done if needed. Some students may need the use of their device for summer programming. Students will need to obtain permission from the tech department to keep their

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device past the building turn-in date.

- Chromebooks, chargers and cases provided by the district must be returned in good working condition. Should any of the equipment be damaged, the student may be charged in accordance with the Student/Parent Chromebook Handbook, Damage/Loss/Theft /Returns expectations.
- Students who graduate early, withdraw, are suspended, expelled, or terminate enrollment at Massillon City Schools for any reason must return their Chromebook on the date of termination. Failure to return the Chromebook and accessories under any of these circumstances will result in the district withholding the student records and may result in a theft report being filed with the Massillon Police Department.
- New students or students who transfer in will have a device issued to them once students and parents sign and return the **Student/Parent Chromebook Policy & Acceptance Receipt**, the **District Acceptable Use Policy**, and **Optional Insurance Protection Form**.

Damage/Loss/Theft/Returns

- If at any point during the school year there is damage, loss, or theft of a Chromebook (or any accessories), the student must report the incident to his/her teacher or building principal who will contact the building principal. All reports will be investigated and addressed on a case by case basis and damages will be assessed based on the Student/Parent handbook and Damage/Loss/Theft/Returns policy.
- If a device is stolen, a report of theft must be reported to the building principal and technology department. The student and parent must file a police report with the Massillon Police Department and a copy of the record must be provided to the school. Massillon City Schools will assist the Massillon Police in an attempt to recover the device and a loaner device will be provided to the student in the meantime. If the device is not recovered, a permanent replacement will be provided. If the student/parent has chosen to take advantage of the Worth Ave. Group insurance plan, there will be no cost to the student/parent. If the student/parent did not choose the optional insurance, the student/parent will be responsible for the entire cost of the replacement device.
- Deliberate damage will be referred to the building principal and will be handled per the student handbook as damage to school property. No replacement or loaner Chromebook will be issued until all required replacement/repair costs are paid.

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Optional Insurance

This program is voluntary and allows students/parents to purchase coverage for student devices easily online. The cost for a year of coverage is \$25.00 per device.

The insurance covers:

- **Accidental Damage:** Drops, liquid spills and liquid submersion
- **Standard Perils:** Fire, flood, vandalism, natural disasters and power surge
- Mechanical failure and manufacture defects
- **NOTE:** the insurance does not cover damage or loss of the Chromebook, case or accessories.

Students/Parents who do not purchase the optional insurance will need to follow the chart below to recover any damage or loss to their assigned device, accessories, and case.

Cost for repair/damage to devices and accessories

1st Accidental Damage Incident/s		2nd or more Damage Incident/s	
Replacement screen	\$0	Replacement screen	\$130
Replacement keyboard	\$0	Replacement keyboard	\$60
Replacement touchpad	\$0	Replacement touchpad	\$45
Total Chromebook replacement	\$0	Total Chromebook replacement	\$300
Replacement bag/case	\$0	Replacement bag/case	\$30
Battery	\$0	Battery	\$55
Charger	\$0	Charger	\$35

Intentional Damage		<ul style="list-style-type: none"> ● Prices are subject to change and all damages will be charged to the student/parent at the cost of fixing or replacement at the time of the incident.
Replacement screen	\$130	
Replacement keyboard	\$60	
Replacement touchpad	\$45	
Total Chromebook replacement	\$300	
Replacement bag/case	\$30	
Battery	\$55	
Charger	\$0	

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Taking Care of Your Chromebook, Accessories and Bag

Students are responsible for the general care of the Chromebooks, accessories and cases issued by the school. Chromebooks, accessories, and cases that are in need of repair must be reported to the technology department.

General Precautions

- The Chromebook, accessories and bag are the property of Massillon City Schools. All users must follow the guidelines contained in this manual and the District Acceptable Use of Technology Policy.
- Chromebooks should not be left in an unsupervised area, unlocked car or unlocked locker. Students should take care to always keep their Chromebooks secured when not in their possession. If a Chromebook is found in an unsupervised area, it will be taken to the Main Office.
- Students are encouraged to take their Chromebooks home everyday, regardless of whether or not they are needed for homework in order to charge their device.
- Students are responsible for charging their Chromebooks **each** night and bringing them to school fully charged. The Chromebooks have approximately a 10 hour battery life and should not require charging during the school day, therefore charging cables should remain at home.
- Chromebooks, like any device, are sensitive to extreme heat and cold, so students should not leave their device in cars or direct sunlight.
- Do not stack books or heavy materials on top of the Chromebook as this could damage the screen or keyboard.
- Keep food and drink away from the Chromebook at all times.
- Carefully unplug cables and accessories from your Chromebook. Do not pull cables and accessories by the cord.
- Students are not permitted to share their Chromebooks with others. The school issued device is to be used by the student to whom it is issued.

Carrying the Chromebook

- If your Chromebook comes with a always-on case, it needs to be kept on at all times.
- Chromebooks should never be carried by the screen or while opened.
- The cases provided by the district provided sufficient padding to protect the Chromebook from normal wear and tear. Nothing should be placed in the case as that might damage the Chromebook by putting pressure on the screen.
- The case that is given to house your device may have **NO writing or stickers placed on it**.
- Headphones, USB devices, and power supplies should be unplugged when transporting the device to prevent breakage.

Screen Care

- Do not lean on the top of the Chromebook when closed.
- Do not put books or other heavy objects on top of the Chromebooks when closed.
- Clean the screen with only a soft, dry cloth or anti-static cloth. No cleaner of any type should be used. If in doubt, check with your teacher or member of the Technology Department.

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Using the Chromebook at School and Home

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes and ensuring that they are fully charged each day unless instructed otherwise by their teachers or building principal.

Chromebooks Left at Home

- If a student leaves his/her Chromebook at home, he/she may check out a loaner Chromebook/case from the classroom. Keep in mind, the number of loaner Chromebooks is limited and there might not be a Chromebook available. Students are still responsible for getting all coursework completed as if they had their Chromebook present.
- Loaner Chromebooks must be left in the classroom at the end of class. Failure to return the Chromebook may result in disciplinary action.
- If a student repeatedly (three or more times as determined by any staff member) leaves Chromebook at home, they may be required to “**check out**” their assigned Chromebook daily. This means that the student will only be able to utilize the Chromebook during school hours. The Chromebook would be checked out at the library each morning and returned at the end of each day. This may be required for up to one marking period. This would constitute “**check out**” period 1. At that time the student/parent will have to meet with a building principal or designee to determine a plan to help that student remember his/her device before the device is reissued for school and home use.
- If the student leaves their device at home after the first “**check out**” period, the student may be required to “**check out**” the Chromebook for the balance of the school year.

Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair in the Technology office. Note that there may be a delay in getting a loaner Chromebook should the school not have enough to distribute.
- Repaired Chromebooks will not be returned to students until fines for damages have been paid, if applicable.

Charging Your Chromebook Battery

- Chromebooks need to be brought to school each day fully charged. Students need to establish a routine for charging their Chromebooks each evening to prepare for the next day.
- Violations will be treated the same as if students left the Chromebook at home.
- Charging within a teacher's classroom will be at the sole discretion of that teacher.

Background Photos/Themes/Pictures

- Students are permitted to change the background photos or themes on their Chromebooks as long as it's school appropriate. No pictures or themes that depict pornographic material, inappropriate language, alcohol, drugs, weapons, or gang related material is permitted. Disciplinary action may occur if inappropriate material is found.
- Photos and videos should be stored in your Google Drive and not on the hard drive of the Chromebook. Google provides unlimited space free of charge in your Google Drive.

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Sound/Apps

- Sound must be muted at all times in classrooms unless directed by the teacher for instructional purposes.
- Personal music and games should not be stored on the Chromebook. Any music or games on the device should only be added at the request of a teacher for educational purposes.
- When using a Chromebook in common areas (library, study hall, auditorium, ect), headphones or earbuds should be used if you need sound. Students will be responsible for supplying their own headphones/earbuds for sanitary reasons.
- Data storage on district Chromebooks should be for district approved apps and downloads only. Data storage on the Chromebooks is limited and should be managed by the students so that the full educational potential of the Chromebook is available.
- Only district or teacher approved apps can be installed.

Printing

- Students are encouraged to digitally publish and share their work through Google Classroom with their peers and teachers. Students will not have the capability to print every assignment to district printers. Requests to print will be on an individual basis.
- The use of Google Classroom and the ability to view assignments digitally should support a nearly paperless environment.

Webcams

- School use - Webcams are to be for educational purposes only.
- Home use - Webcams may be used at home with the permission and supervision from parents/guardians.
- Massillon City Schools does not have the ability to remotely access the webcams.

Home Access

- Students are permitted and encouraged to add their school-issued Chromebook to their home WIFI network. This connection will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Internet access will still be filtered, but parents are encouraged to monitor home access. If a student or parent sees something that isn't being filtered that should be, they are to contact the technology department at: techhelp@massillonschools.org as soon as possible. Massillon City Schools is committed to being CIPA (Child Internet Protection Act) compliant at all times.

Managing Your Files & Saving Your Work

Saving to your Google account

- Students may save work to their Google Drive accounts via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that storage space be reserved for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in case of resetting or re-imaging.
- It is the responsibility of the student to ensure that his/her work is backed up and therefore not lost due to mechanical failure or accidental deletion.

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Network Connectivity

- The Massillon City School District 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 for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

Software on the Chromebook

Originally Installed Software

- All originally installed software by Massillon City Schools must remain on the Chromebook in usable condition and easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks may be made to ensure that students have not removed required software.

Software/OS Configuration

- Any attempt to change the configuration of the software or operating system on the Chromebook will result in an immediate disciplinary action.

Procedure for Re-loading Software

- If technical difficulties occur or inappropriate software is discovered, the Chromebook may be restored to its original configuration. The school district 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.

Software Upgrades

- Upgraded versions of licensed software/apps may become available from time to time. Students are encouraged to periodically upgrade the apps on the Chromebooks if prompted. Please reboot your Chromebook regularly so that automatic updates occur.

Handbook Violations

- Individuals violating any of the handbook policies or expectations may be subject to disciplinary action.

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Responsibilities and Expectations

Parents and Guardians are asked to:

- Talk to your child about values and standards that your he/she should follow regarding 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 active participants by asking your child to show you what sites he/she is navigating and/or what apps are being used and how they work. The following resources will assist in promoting 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 siblings and other family members are not using the device for personal use

Massillon City Schools will

- Provide the internet within school buildings.
- Provide online course material access to its students.
- Provide internet filtering and block inappropriate materials, as able.
- Treat the borrowing of the Chromebooks just as we do the borrowing of a school locker. Similar to the policy surrounding schools lockers, Massillon City School District reserves the right to review, monitor, and restrict information stored on or transmitted via the Massillon City District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

Students are expected to

- Use computers/devices in a responsible and ethical manner, following the “TRUST” guidelines outlined below:
 - **T**hink about privacy before posting; nothing you post online is private.
 - **R**ecognize others’ work and ideas and treat them with respect.
 - **U**nleash learning with technology; technology should be an educational tool, not a distraction.
 - **S**tand up to inappropriate use. You know right from wrong; consider that before posting.
 - **T**reat myself and others with respect.

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(Attachment A)

Student/Parent Chromebook Policy & Acceptance Receipt

I/we understand that this Chromebook and accessories are, and at all times remains, the property of Massillon City Schools and is herewith lent to the student for educational purposes only for the academic school year.

I/we understand that the Chromebook is intended primarily for educational use and that students are not permitted to download any applications that use unnecessary memory and compromise the ability of the Chromebook to handle educational needs.

I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.

I/we understand the terms and conditions of the optional insurance coverage for the Chromebook offered to each student/parent. If I/we choose not to obtain the optional insurance, I/we understand that the responsibility for fixes and replacement is mine/ours.

I/we understand that students may take Chromebooks home in the evening for school related use; however, I/we understand that students must have Chromebooks charged and in school everyday.

I/we understand that students must return Chromebooks at the end of the school year in the condition it was received with the exception of normal wear. I/we understand that the Massillon City School District reserves the right to conduct unannounced inspections of student Chromebooks.

I/we understand that I must report any problem or damage to the Chromebook to the tech department.

I/we understand that the use of the Chromebooks will be governed by terms and conditions spelled out in the District Acceptable Use Policy and Student/Parent Chromebook Handbook.

I/we understand that the technology device provided by Massillon City Schools may record or collect information on the student's activity or the student's use of the technology device. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. Reasons for collecting information including, but are not limited to: Tracking the theft or inappropriate use of the device; honoring a warrant from local, county, state, or federal law enforcement agency; or, at the request of the student/parent of the student to whom the device was issued.

Individual school Chromebook computers and accessories must be returned to Massillon City Schools at the end of each school year. Students who graduate early, withdraw, are suspended, expelled, or terminate enrollment at Massillon City Schools for any reason must return their Chromebook on the date of termination. Failure to return the Chromebook and accessories under any of these circumstances will result in the district withholding the student records and may result in a theft report being filed with the Massillon Police Department.

I/we agree to the stipulations set forth in the above document as well as the Student/Parent Chromebook Handbook.

Student Signature:

Parent Signature:



Massillon City Schools

Massillon, OH

Insurance will protect the device against an assortment of damages. This insurance policy will provide full replacement cost coverage. This policy is also transferable to a replacement unit.

Covered Items	Coverage Details								
Accidental Damage (Drops & Spills) Cracked Screen Liquid Submersion Fire, Flood & Natural Disaster Power Surge By Lightning	<table border="1"> <thead> <tr> <th>Device</th> <th>Coverage</th> <th>Deductible</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>Chromebook</td> <td>\$249.00</td> <td>\$0.00</td> <td>\$25.00 per device</td> </tr> </tbody> </table> <p>Policy Term : 9/17/2020 to 9/1/2021</p>	Device	Coverage	Deductible	Price	Chromebook	\$249.00	\$0.00	\$25.00 per device
Device	Coverage	Deductible	Price						
Chromebook	\$249.00	\$0.00	\$25.00 per device						
Not Covered									
Loss Vandalism Manufacture Defect & Mechanical Failure Theft From Unlocked/Unattended Vehicle Standard Wear & Tear Cosmetic Damage	<p>Deliver to Washington High School / Alison Wood or mail to</p> <p>Washington High School C/O - Alison Wood 1 Paul Brown Dr. SE Massillon, OH 44646</p>								

Note: Insurance claims for Chromebooks may be made by going to the Massillon City Schools website. Click on Students, then Student Technology, under Links click "Student Chromebook Repair Request." Insurance claims may be limited.

Make Checks Payable to Massillon City School District

First Name	Last Name	Student ID	Building	Asset Tag (white tag or 5 digit #)	Serial Number

Signature: _____

Date: _____