Mount Mercy Academy 1:1 INITIATIVE INFO

1:1 Chromebook Initiative Overview

The Mount Mercy Academy's 1:1 Chromebook program is designed to cultivate and support learning that reflects contemporary exchanges and interactions. With access to a Chromebook and the ability to connect via a wireless environment, students and teachers will actively participate in the consumption and production of media, build and contribute towards social networks, and be active participants in developing ideas that can be utilized to solve complex problems.

Each 9th through 12th grade student is provided a Chromebook through the Federal Smart Schools Grant. Mount Mercy Academy provides a Chromebook to each teacher. This 1:1 program provides students and faculty with equal access to their own internet-ready device. Stakeholders will have access to their Chromebooks 24/7, and are permitted to use the device outside of the school building. In creating 1:1 environments, the integration of technology is spontaneous or "in the moment" and mirrors authentic and contemporary applications of technology.

The exchange of information has been redefined by an expanding global digital infrastructure and through the evolution of mobile technologies. In the 21st Century, information is produced and consumed at a rapid rate, facilitated via a range of media outlets and through complex social networks that are streamed to devices that fit in the "pockets" of individuals. In contrast to prior centuries where a select few managed the flow of media, the 21st Century has witnessed an explosion in sources of information. Information is presented in real-time and feedback is offered through transparent portals.

The Chromebook serves as a tool to advance the manifestation of 21st Century Skills. Almost two decades into the 21st Century, we have to come to see the set of skills prized by the global community; skills that include cooperation, inventive thinking, networked problem-solving.   The 1:1 Chromebook initiative is designed to nurture 21st Century skills and dispositions. The use of Chromebooks supports flexible instruction and learning in and beyond the classroom. Supported by a marketplace of third-party applications, teachers are better positioned to differentiate based on the unique inventory of each learner. Students can tap into applications and websites to increase available avenues for expression and rely on a multimodal approach to present critical understandings.

Mount Mercy Academy 1:1 Success Indicators

The success of our 1:1 program is measured against the skills needed to excel in a rapidly evolving global society. The notion of what it means to be college and career ready has been reshaped by a world where access and connectivity are becoming ubiquitous. By placing connected devices in our classrooms students possess the autonomy to:

<div align="center">

CREATE

COLLABORATE

EXPLORE

and

SHARE WITH THE GLOBAL COMMUNITY

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Indicators of success for the 1:1 program are linked to a student's ability to create, collaborate, explore and share. Definitions for these core digital age skills are provided below.

CREATE
Students and Teachers will "make" content in ways not witnessed in the past and offer product/solution in ways not conceived before.

COLLABORATE
Students will connect with others and develop PLNs (Professional Learning Networks) . As a result, problem-solving will become a collaborative endeavor in which students have to effectively work in teams/groups to realize a solution.

EXPLORE
Students will tackle complex problems and use the DISCOVER research process to gather evidence needed to make informed decisions.

SHARE WITH THE GLOBAL COMMUNITY
Students and Teachers will communicate ideas to both local and global audiences.

Mount Mercy Academy Google Chromebook 1:1 Program:
Policy, Procedures, and Information
2019-2020

The focus of the Chromebook program at Mount Mercy Academy is to provide tools and resources for the 21st century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. 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.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

Mount Mercy Academy is committed to the application of ethical and legal standards in using the network and district issued devices. There is no expectation of privacy when using district issued devices or the district network. The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used at Mount Mercy Academy considered by the Administration to come under this policy.
 *Teachers may set additional requirements for use in their classroom.

Table of Contents

1. GENERAL INFORMATION

1.1 Overview of Program

- The document contained below identifies as many eventualities as possible regarding the Google Chromebook 1:1 Program at Mount Mercy Academy. The policies and procedures listed herein are intended for all students using Chromebooks that are a part of the 1:1 initiative (in addition to technology policies outlined by the board such as Acceptable Use, Use of Technology, and District provided Technology to Students),

1.2 Receiving Your Chromebook

- Chromebooks will be distributed each fall after the student informational meetings, and after this packet of information is distributed to parents and teachers; and after a checklist of responsibilities found on the front of this packet has been completed. Students will be issued Chromebooks in the 9th grade (pending signed permission slips and Digital Citizenship completion) and collected at the end of the student's 9th grade year.
- **Parents and students must sign and return the Chromebook Permission Slip (grade 9 and any new students to MMA), and Student and Parent Pledge documents before the Chromebook can be issued to their child.**
- **Additionally, ALL rising 9th graders and any new/incoming students will need to complete the online MMA Digital Citizenship program over the summer.**

1.3 Chromebook Check-in

- Mount Mercy reserves the right to collect Chromebooks 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 transfers out of Mount Mercy Academy during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Mount Mercy for any other reason must return their individual school Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at Mount Mercy, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will result in a theft report being filed with the Buffalo Police Department.
- Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the school's Chromebook Protection plan and must return the computer and accessories to Mount Mercy in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.4 Chromebook Incidents

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact **administration immediately**.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant in the discretion of Mount Mercy Academy and its administrators.
- After **two incidents** of accidental damage, the student may lose some privilege 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.
- All reports will be investigated and addressed on a case-by-case basis

Issue	Action(s) Necessary	Cost
Accidental Damage (1st Instance)	A report must be made. The device and case must be returned to the school so that a new or spare device may be issue.	No cost dependant on investigation of cause.
Accidental Damage (2nd Instance)	A report must be made **immediately to administration**. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service.	$10
Accidental Damage (3rd and additional instances)	A report must be made **immediately to administration**. The device and case must be returned to the school. However, a spare device may not be issued. The student may need to wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: - Limiting participation in the Chromebook program - May not be permitted to take the device home. - This may also result in a referral and disciplinary action.	Minimum: $20 Maximum: **full cost of device**
Intentional Damage	A report must be made **immediately to administration**. The device and case must be returned to the school so that a new device may be issued. Deliberate damage will be referred to the dean of students. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies.	High Level Fine - All costs of whatever kind that are associated with replacing or repairing the device.
Loss	A report must be made **immediately to administration**.	**Full cost of device**
Theft	A report must be made immediately to administration and a police report MUST be filed with the Buffalo Police Department. **A copy of that report MUST be brought to administration.**	No cost

	Loss of privileges of using the Chromebook may occur such as the following: • Limiting participation in the Chromebook program • May not be permitted to take the device home	
Damage or Loss ofpower cord, extension cable, SIM Card, Case, etc.	A report must be made immediately to administration: the Chromebook , power cord, SIM Card, etc. must be returned to the Media Center.	Maximum: **$15 each**

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 Mount Mercy School Library Media Center for an evaluation of the equipment.

2.1 General Precautions

• The Chromebook is school property and all users will follow this policy and the Mount Mercy Academy acceptable use policy for technology.
• Only use a clean, soft cloth to clean the screen, no cleansers of any type.
• Cords and cables must be inserted carefully into the Chromebook to prevent damage.
• Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not the property of Mount Mercy Academy.
• Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
• Students are responsible for keeping their Chromebook's battery charged for school each day.
• Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
• Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

2.2 Carrying Chromebooks

The protective cases purchased with Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

• Chromebooks should always be within the protective case when carried.
• Students should use the strap that comes with the carrying case to assist with protecting the device.
• Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.

- Chromebooks must remain in a protective case when not in use to prevent unintended damage.
- Students are allowed to use his/her own carrying case, but it should be approved for use by administration or technology support staff to ensure that it has proper padding etc. to protect the school issued device.

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.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc as it will eventually break the screen.
- Use the district issued carrying case with the strap to prevent screen damage.

3. USING YOUR CHROMEBOOK AT SCHOOL

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 must be responsible to bring their 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.
- If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to "check out" their Chromebook. "Checking out" identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first "check out" period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the dean of students.
- If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

3.2 Chromebook Undergoing Repair

- Replacement Chromebooks may be issued to students when they leave theirChromebooks for repair in the Library. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks may not be issued for use until all fines have been paid.

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 use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.
- Chargers should be kept in the district issued Chromebook Case.
- Labels on chargers that indicate student names should NOT be removed.

3.4 Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should saved to the device. All other photos/videos should not be taken or stored.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of Mount Mercy Academy staff only.
- All software/Apps must be district provided or requested in writing for school approval. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

3.6 Printing

- Printing will be available with the Chromebook. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the Chromebook at school.

3.7 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.

- 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 may save work to their Google Docs (Drive) accounts (or other cloud based storage medium) via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging.
- 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.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

- Mount Mercy Academy makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, Mount Mercy 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.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

- The Operating System & Extensions/Apps originally installed by Mount Mercy must remain on the Chromebook in usable condition and be 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 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 as provided in the fall each school year will result in an immediate disciplinary action.

5.2 Additional Software

- Students are allowed to load extra extensions/Apps on their Chromebooks. However, any apps that are not provided by the school will need approval in writing as mentioned in section 3.5 above. Mount Mercy Academy will provide any required extensions/apps on the

Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.

- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

5.3 Inspection

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Procedure for Re-loading Software

- If technical difficulties occur or illegal software are 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.

5.5 Software Upgrades

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their Chromebooks at night. 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. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children 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/children 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 conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.

- o NetSmartz:http://www.netsmartz.org/Parents
- o CommonSenseMedia:http://www.commonsensemedia.org/blog/digital-citizenship
- o Ensure that siblings and other family members are not using the device for personal use.

6.2 School Responsibilities are to:

- Provide Internet and online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Chromebooks will be treated similar to the policy surrounding school lockers. Mount Mercy Academy reserves the right to review, monitor, and restrict information stored on or transmitted via Mount Mercy 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.

6.3 Students are responsible for:

- Using computers/devices in a responsible, ethical, and educational manner. Use or possession of hacking software is strictly prohibited and violators will be subject to Mount Mercy Academy Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid Mount Mercy in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Complying with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Giving credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism is a violation of the Mount Mercy Code of Conduct.
- Immediately reporting to a teacher or administrator any emails containing inappropriate or abusive language or if the subject matter is questionable.
- Returning their Chromebook to the Library Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Mount Mercy Academy for any other reason must return their individual school Chromebook and other peripherals on the date of termination.
- Monitoring all activity on their account(s).

6.4 Student Activities Strictly Prohibited:
Students are strictly prohibited from the following actions while using their Chromebook (Mount Mercy reserves the right to modify this list at any time.):

- Chromebooks are not permitted in the cafeteria during student lunch periods. They should remain in the sending classroom or be placed in the student's' locker

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc.
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails
- Using the internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (yahoo, hotmail), facebook, other social media sites, etc.
- Giving out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting-up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Mount Mercy web filter through a web proxy

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Mount Mercy may be applied to the device.
- Chromebook sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with

cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are are <u>stolen</u> **must be reported immediately to your local police department.** The police report must be submitted **to school administration**.

6.6 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Mount Mercy Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the Mount Mercy Academy Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline
If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will disciplined in accordance with our discipline policy (outlined in the student handbook). See Section 9 below for more details.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification
Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- Mount Mercy Academy label
- Student First and Last Name
- Homeroom Teacher and Room Number
- Students should not remove labels and/or serial # labels that are placed on the device.

7.2 Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in their lockers. During gym periods Mount Mercy recommends the students use either their gym locker provided by the school district or place them in their student lockers.
- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their Chromebook, they may check it in at the media center for storage.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Library Media Center or the main office and may result in disciplinary action.

8. REPAIRING OR REPLACING YOUR CHROMEBOOK

8.1 School District Insurance Protection

- Mount Mercy has purchased a private insurance package for all Chromebooks.
- Each family is responsible for the purchase of an insurance policy for the Chromebook assigned to their daughter
- This protection package covers any type of device malfunction at no expense to the user.
- It also covers limited damage for the Chromebook.
- The fee for a lost Chromebook will be the replacement cost of the device.

8.2 Personal Home or Homeowners coverage

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.
- Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.3 Claims

All insurance claims must be reported to the school office. Students or parents must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before an Chromebook can be repaired or replaced with School District Protection.

9. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, In-School Suspensions, and Out-of-School Suspensions.
Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading unapproved apps that are not on FMS CB Apps and Extensions List without receiving permission.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Bringing Chromebook to Gym - unless directed by gym teacher

- Lack of adequate care for Chromebook, case, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

10. DIGITAL CITIZENSHIP

School-issued Chromebooks should be used for educational purposes and students are to adhere to the AUP and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself**. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself**. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others**. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others**. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property**. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property**. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Student Pledge for Chromebook Use

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case provided.
9. I will use my Chromebook in ways that are appropriate, meet Mount Mercy Academy expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
11. I will not deface the serial number Chromebook sticker on any Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Mount Mercy Academy.
13. I will follow the policies outlined in the *Chromebook Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the District Chromebook, case and power cords in good working condition.
17. I be a proactive digital citizen when using my Chromebook.
18. I understand that my use of the Chromebook is subject to all applicable Mount Mercy policies and regulations, including but not limited to the Mount Mercy District Use of Technology Policy, as well any applicable provisions of the Student Handbook and any individual building policies and procedures.
19. I /we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by MMA administration
20. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook
21. I/we understand the terms and conditions of the insurance coverage for the Chromebook that was purchased by the individual family and Mount Mercy Academy
22. I/we understand that students may take Chromebooks home in the evenings for school related use, however I/we understand that students must have Chromebooks in school everyday
23. I/we understand that students must return Chromebooks at the end of the school year in the condition it was received
24. I/we understand that I must report any problems or damage to the Chromebook to my homeroom teacher
25. I/we understand that Mount Mercy Academy reserves the right to conduct unannounced inspections of student Chromebooks
26. I/we understand that the use of Chromebooks will be governed by all terms and conditions Mount Mercy Academy policies and regulations, including but not limited to the Mount Mercy Use of Technology Policy.

Individual school Chromebook computers and accessories must be returned to Mount Mercy at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Mount Mercy for any other reason must return their individual school Chromebook computer on the date of termination. Failure to hand in Chromebook under any of these circumstances will result in the withholding of student transcripts.

Chromebook Permission Slip
Mount Mercy Academy
-PLEASE RETURN THIS FORM

I /We agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; Chromebook Protection Plan and the Student Pledge for Chromebook Use.

<u>Please Print Clearly:</u>

Student Last, First Name: _____

Grade: _____

Student Signature: _____   Date: _____

Parent Name (Please Print): _____

Parent Signature: _____   Date: _____