

# **Marysville Public Schools District**

## **Parent and Student Personal Technology Handbook**

### **Overview**

The following guidelines refer to the use of an individual student computing device, a Chromebook. Students are also required to follow all the guidelines outlined in Marysville Public School's current "Technology Acceptable Use Policy".

### **Care and Maintenance**

1. Do not attempt to repair your Chromebook. If your device fails to work or is damaged, report the problem to your teacher as soon as possible. You may be issued a temporary device or other materials until it is working properly or replaced.
2. Never leave your Chromebook unattended. Always keep the device in a secure, locked place. If your Chromebook is found on school property, it will be turned into the main office.
3. Do not let your Chromebook get too hot or too cold or let it sit in direct sunlight. An automobile is not a good place to store the device.
4. Keep all liquids away from your Chromebook. Do not use any household cleaners or abrasives to clean the Chromebook. Use of unapproved cleaners may result in damaging the device.
5. Each Chromebook has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
6. Each Chromebook has a unique identification number that should not be removed from the device or marked in any way.
7. Do not lend your Chromebook to another person. Each device is assigned to an individual student and the responsibility for the care of the device solely rests with that student.
8. You must be careful when handling the Chromebook. Never throw a book bag that contains a Chromebook. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
9. The Chromebook is designed for daily use; therefore, each device must be charged and ready for use each school day. Chromebooks should be charged at home.
10. You are not allowed to place stickers, writing, painting or any other forms of decoration on your Chromebook.
11. The Chromebook is only filtered for inappropriate access and content when it is used at the school on the school's Internet. Most other sites for Internet access DO NOT provide a system that will restrict access to materials that are inappropriate for minors.

## **Cost of Chromebooks and Accessories**

1. The replacement cost of a Chrombook is \$279.
2. The District does not have insurance for the Chromebooks that protects against loss, theft, or accidental damage. **In the event of theft, loss or damage due to intentional or unintentional abuse or misuse, it is the parent/guardian responsibility to cover the \$279 replacement cost of the Chromebook.**
3. Students must not modify the settings of the District issued Chromebook or delete District issued software applications (apps). You may be disciplined and/or charged the cost for reformatting.

## **Damaged, Lost, or Stolen Chromebooks**

1. If a District issued Chromebook is damaged, lost, or stolen the student and parent/guardian should immediately notify the school office. A police report may also be filed.
2. If a Chromebook is damaged, lost, or stolen the parent/guardian will be assessed a \$279 fee to replace the Chromebook.
3. If a police report is filed for a lost or stolen Chromebook, Marysville Public Schools, in conjunction and only in conjunction with police, may deploy location software which may aid the police in recovering the Chromebook.
4. Students who leave Marysville Public Schools during the school year must return the Chromebook, along with any issued accessories, when they leave the district. The device and all accessories should be returned to the school's main office. Failure to return a Chromebook in a timely fashion may result in legal action.

## **Distribution**

1. Each student will receive a personal technology device, Chromebook, formatted by Marysville Public Schools.
2. A unique, individual device will follow the student throughout the student's career at Marysville High School.
3. A parent/guardian may choose not to have their child participate in the Chromebook take-home program by sending written notification to the Building Principal. In this event, students will be issued a Chromebook, but will not be able to take the device home. Students who do not participate in the take-home program will pick up and return their device to an area designated by the Building Principal on a daily basis. Marysville Public Schools cannot guarantee equal access to materials and/or quality of materials to students opting out of the take-home program.
4. Chromebooks will be distributed at the beginning of the school year and may be collected at the end of the school year if needed.

## Student Use

1. The Chromebook is the property of Marysville Public Schools and as a result may be collected and reviewed at any time. Students have NO expectation of privacy of materials found on school issued devices or school supplied/supported email service.
2. Students must ask permission before taking photos or recording any individuals or groups. Students must obtain school permission to publish a photograph or video of any school related activity.
3. Students are responsible for bringing their Chromebook to school every day unless otherwise directed by a staff member. Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the Chromebook, the student may be subject to disciplinary action as detailed in the handbook.
4. It is the student's responsibility to bring their Chromebook to school fully charged. Student failure to bring their device charged may result in disciplinary action.
5. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.
6. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
7. The District issued Chromebook is designed as a tool for learning; misuses of the device may result in disciplinary action.
8. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
9. Marysville Public Schools encourages students to take their Chromebook home at night for class work and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.
10. Marysville Public Schools makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.
11. The Chromebook is only filtered for inappropriate access and content when it is used at the school on the school's Internet.

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