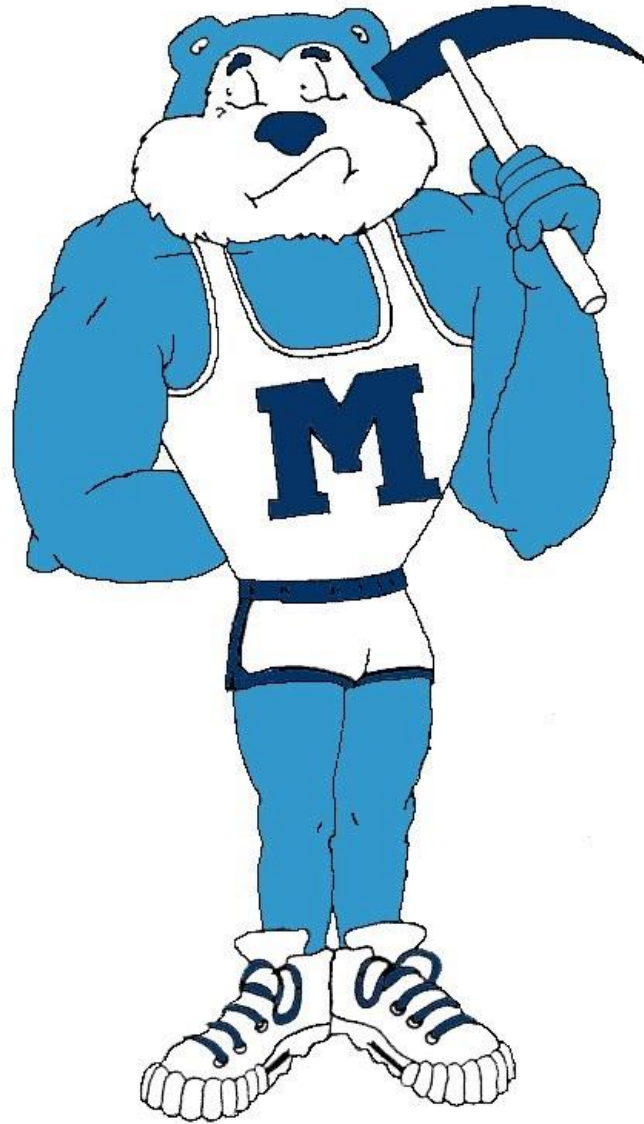


# Mellen School District One to One (1:1) Technology Chromebook Guide



**2023-2026**

Board Approved: March 29, 2023

# Technology Vision Statement

We envision using technology to further a learning community where students are engaged in a challenging curriculum that is focused on inquiry-based, hands-on learning. They are comfortable using technology and take responsibility for their own educational success.

Teachers use technology to support all learning across the curriculum. They function as coaches, mentors, advocates, and managers of information. Through on-going, comprehensive professional development, all teachers acquire the knowledge and skills to integrate technology into a challenging and interdisciplinary curriculum which addresses students' specific needs, developmental levels and learning styles.

Administrative functions, including those performed by instructional staff, are fully automated, thereby allowing more of the school system's energy and resources to be focused on student education.

The schools become an environment where all students and staff have ready access to a full range of current technology, software tools, and applications. The school has a knowledgeable staff and external resources (such as parents, community members, business, higher education, and network resources) to further the curriculum goals.

It is our intention that this vision will remain constant over the course of our plan and that it will guide the day-to-day and year-to-year implementation of technology within the School District of Mellen.

In support of our Technology Vision Statement, the Mellen School District provides Chromebooks, charging cords and carrying cases at no cost to enrolled students. The Chromebooks and accessories may be used during the duration of the school year. While the Chromebooks will be taken home and used daily it must be remembered that it is a learning tool and remains the property of the District.

## Receiving Your Chromebook:

Chromebooks will be distributed prior to the beginning of the semester. ***Parents & Students must sign and return the 1:1 Chromebook Agreement before the Chromebook can be issued to their child.***

### Training:

Training documents and videos will be available online for students to refer to when needed.

### Return:

Student Chromebooks and accessories will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of the School District of Mellen will be required to return his/her Chromebook and accessories. If a Chromebook and/or accessories is not returned, the

parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian may be turned over to a collection agency.

#### Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the designated school person. If a loaner Chromebook is needed, one will be issued to the student until the Chromebook can be repaired or replaced.

#### General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

#### Carrying the Chromebook:

The carrying case for the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in the carrying case is preferred. If a Chromebook is placed in a backpack or book bag and it is dropped or tossed roughly the Chromebook may be damaged.

#### Screen Care:

The Chromebook screen 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 top of the Chromebook.
- Do not stack books or other heavy objects on top of the Chromebook.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

## Using Your Chromebook

#### At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

#### At Home:

All students in grades 9-12 are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. **It is the responsibility of the student to charge their Chromebooks each evening and to bring them to school each day.** If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in loss of privileges, referral to administration and possible disciplinary action.

All students in grades 6-8 are required to have their Chromebook stored in the assigned charging tower. Chromebooks must be fully charged each day. **It is the responsibility of the student to have a charged Chromebook each day.** If students do not have a charged Chromebook for the day, they will be without it for that day. Repeat violations of this policy will result in loss of privileges, referral to administration and possible disciplinary action.

#### Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. The use of individual headphones/earbuds is encouraged.

#### Printing:

*At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework. Documents requiring printing should be submitted to the teacher electronically.

### **Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

### **Personalizing the Chromebook:**

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of The School District of Mellen. Personalized media are subject to inspection and must follow the School District of Mellen Acceptable Use Policy.

### **Software on Chromebooks:**

#### Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by the School District of Mellen.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

## **Protecting & Storing Your Chromebook:**

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and School District of Mellen asset tag
- Individual's Google Account username
- LMC Barcode.

***Under no circumstances are students to modify, remove, or destroy identification labels. If a label begins to peel or otherwise detach, bring the Chromebook to the LMC so the label can be secured or replaced.***

Storing Your Chromebook:

When grades 9-12 students are not monitoring their Chromebook, they should be stored in their lockers/backpack in the provided carrying case; grades 3-8 should be in the assigned charging tower. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should *never* be stored in a vehicle.

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, Library Media

Center, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

## **Repairing or Replacing Your Chromebook:**

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for replacement or parts and labor.

If a Chromebook becomes defective (at no fault of the student) after the initial warranty expires, The School District of Mellen will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

Intentional Misuse or Abuse:

The School District of Mellen will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse.

## **Chromebook Technical Support:**

For grades 7-12, the IT Department [techsupport@mellendiggers.org](mailto:techsupport@mellendiggers.org) will be the first point of contact for repair of the Chromebooks. Grades 3-6 will report to the classroom teacher who will then contact the IT Department. Services provided include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

**School District of Mellen**  
**Chromebook Policy Handbook**  
**Student Pledge**

- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of the School District Mellen.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.
- I agree to transport my Chromebook at all times in the carrying case provided by the school.