



***Mehlvilleville School District***

*Individually Focused. Committed to All.*

# **Student & Family**

**1:1 Chromebook Handbook**

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# Mission of 1 to 1 Program

The mission of the 1 to 1 program is to assure that our students can adapt to the challenges of the future through the access and utilization of technology for researching, creating, and communicating information to make informed decisions as responsible, and ethical global citizens.

## Goals

- To ensure students meet “College and Career Readiness” expectations
- To improve access to technology at school and outside of school
- To connect to and enhance the traits of the Portrait of a Graduate
- To increase communication and collaboration between students and teachers
- To promote student learning and achievement in the classroom and beyond
- To enable students to be responsible for their own learning

## Introduction

Excellence in education requires technology to be seamlessly integrated throughout the educational program. This integration will support students and teachers in creating transformative uses of technology while enhancing students' engagement with content and promoting self-directed learning. Providing students with individual devices is a way to empower students to learn at their full potential and transform from consumers, producers, and ultimately, owners of information and knowledge.

The policies, procedures, and information within this handbook apply to all computers used at Mehlville School District on or off campus, including any other devices considered by district administrators or principals to come under district policy.

Teachers may set additional requirements and parameters for use in their classrooms.



# Distribution and Collection Procedures

- Devices will be distributed each fall. Parents and students must sign the Technology Usage Agreement before a device can be issued.
- The devices issued to students may vary slightly from year to year or even during the school year as models change.
- The student will not be assigned new devices each year. Kindergarten students will keep the same device through second grade. Third grade students will keep the same device through seventh grade. Eighth grade students will keep the same device through high school graduation.
- If a device is in need of repair, a replacement device will be issued.
- Every device, device power supply and case will be assigned by barcode to the students. The students are responsible for returning these items at the end of the school year. If replacements are issued during the school year, the district electronic records will be updated.
- Fines may be incurred if these items are lost or damaged.

## Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated area in the school building.

### General Precautions

- Students are responsible for keeping their device's battery charged for school each day.
- No food or drink is allowed next to your device while it is in use.
- Power cords, cables, and removable storage devices must be inserted carefully into the device.
- No item should be placed on the keyboard (or between the keyboard and screen) when closing the screen. i.e. earbuds, pen/pencils, stack of papers, etc... this can cause the screen to crack.
- Students should never carry their device while the screen is open.
- The device must remain free of any writing, drawing, stickers or labels that are not the property of Mehlville School District.
- When students are not monitoring their device, they should store it in their locked locker. Nothing should be placed on top of the device when stored in the locker.
- The device should not be stored in a student's vehicle in plain sight.
- Students must take their device home everyday after school.

## Carrying the Device

Each device must be in a protective case or backpack to provide basic protection. The guidelines below should be followed:

- Students must choose either a district provided case or purchasing one themselves. Cases and backpacks must be specifically designed to safely protect devices.
- The devices must be secured in your case when transporting between locations.
- If you desire to carry other objects in your bookbag, you must be aware that your device could become damaged even if the case is designed specifically for laptops/Chromebooks.
- Some carrying cases can hold other objects (such as folders and papers), but these must be kept to a minimum to avoid placing too much pressure and weight on the device screen.

## Screen Care

The device screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen. Students should not:

- lean on the top of the device when it is closed.
- place anything near the device that could put pressure on the screen.
- place anything in the carrying case that will press against the cover.
- poke the screen.
- place anything on the keyboard before closing the lid (i.e. pens, pencils or disks).

Always clean the screen with a soft, dry cloth or anti-static cloth.

## Device's Limited Warranty

Devices are purchased with a limited warranty as part of the purchase of equipment. This limited warranty covers normal use and manufacturer defects. It does not warrant damage caused by misuse, theft, fires, abuse, accidents or computer viruses.

## Device Repair Costs

	<b>Touch Screen</b> N23 Yoga, 500e, 500e 2nd	<b>Non-Touch</b> 11e 3rd, 11e 4th, 100e 1st, 100e 2nd
Misc Plastic	\$15	\$15
Keyboard	\$40	\$30
Charger	\$25	\$25
Motherboard	\$100	\$100
Screen	\$100	\$40
Full Chromebook	\$275	\$175

## Technical Support

Students in need of technical support should contact their 1:1 Office at the High School or email [chromebookhelp@msdr9.org](mailto:chromebookhelp@msdr9.org) for assistance

## Using Your Device

Students must be responsible for bringing their fully charged device to all classes each day. It is the student's responsibility to come to school prepared each day. Students leaving their device at home will be referred to the building Principal, and disciplinary action may be taken.

**Devices Undergoing Repair** - A loaner device may be issued to students when they check in their device for repair at the designated location.

**Charging Your Device's Battery** - The device should be brought to school each day in a fully charged condition. Students need to charge their device each evening. Failure to do so may result in disciplinary action.

**Screensavers** - Inappropriate media may not be used as a screensaver, such as the presence of weaponry or pornographic materials; inappropriate language; alcohol, drug

or gang related symbols or pictures. Hard drive passwords are forbidden. If used, student families may be responsible for the cost of replacement hardware.

**Sound** - The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. When appropriate, students may use earphones for audio applications.

**Printing** - Digital submission of homework is highly encouraged. Student printing can be performed on a limited basis using designated print stations in the school building. Student printing will be monitored and may be restricted when usage becomes excessive. Personal printers at home can be added to the device.

## Managing Files and Saving Work

**Saving Work** - Students should make it a best practice to save their work to their Google Drive. The content saved should be specific to education. The space provided by the district is NOT unlimited.

**Saving Other Content** - Content unnecessary for education includes, but is not limited to, media files not used for education such as .mp3, .wav, and .exe. Files saved to the local Chromebook which are deemed unnecessary for education by the District Technology Office or Administration will be deleted without notice and could result in disciplinary consequences. These files should be stored on your own storage device like a flash-drive. Students are responsible for backing up their own data of this type. If the device needs to be (reset) back to original settings, students are responsible for their own data.

**Saving Inappropriate Content** - Students should not view or save any content deemed inappropriate content by Mehlville School District via this 1 to 1 Handbook, the [District Technology Use Policy](#) and the Student Misconduct and Disciplinary Consequences Regulation. Inappropriate content includes, but is not limited to, pornography, offensive content, illegal music/videos/software, etc.

## Software on the Device

**Operating System** - The software originally installed on the device must remain in usable condition and be used appropriately. From time to time the school may update the Chromebooks remotely. Attempts to alter the installed operating system is considered

a direct violation of District Policy. All copyright and licensing will be adhered to by the student and Mehlville School District. Students should not install any additional software not curriculum related. This includes, but is not limited to, applications such as music downloading utilities, other media downloading utilities, proxy software and games. Teachers will submit specific software installations prior to the start of the school year that will be needed for class.

**Student Software Installation** – Students will have limited access to install software that has been approved by the curriculum department. Students will have access to make minimal adjustments to the device to suit their preferences and needs. However, tools and utilities installed for the purposes of by-passing the district's filtering or security systems will be considered violations of the [Technology Usage Agreement](#).

**Procedure for Re-Loading Software** – District devices may be reset to its last known working configuration. This will be the first option to resolve any issues if the technician cannot repair.

If further technical difficulties occur that require the resetting of the device, it is at the discretion of a district technician to restore the device back to its factory settings. All files stored locally on the device will be gone. For this reason, it is the student's responsibility to backup their important files and documents.

## Technology Use

Each student will be required to follow the District Technology Use Policy which can be accessed on the Mehlville School District website under Board of Education Policies. The Technology Use is found within board policy [EHB](#). Please take a moment and read this policy.

**General Guideline** – Transmission, use or copying of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, bullying and computer viruses.

Any attempt to alter data, the configuration of a device or the files of another user without consent of the individual, principals or District Administration will be considered an act of vandalism and subject to disciplinary action in accordance district policies.

## Apps, Websites and Other Tools

Mehlville School district maintains a [list](#) of apps and third-party web applications that



teachers and staff may use to engage, inspire and empower students in the District 1 to 1 environment. Resources have been vetted for age-appropriate educational value, as well as safety and security. The list is updated as teachers and staff find new useful tools for students.

**Privacy and Inspection** – The devices are property of Mehlville School District and are not subject to the same privacy expectations as private property. Student's devices may be inspected by school administration if a staff member suspects that inappropriate material resides on the device or the student has violated this 1 to 1 Handbook, the District Technology Usage Policy, and/or the Student Misconduct and Disciplinary Consequences Regulations.

**Expectations of Privacy:**

- If necessary, during the school day teachers and administrators have the ability to remotely view and control students devices.
- The devices and district network drives can be confiscated or searched by district officials at any time.
- Internet history is tracked by individual students. Internet history and logs can be accessed on district devices and the district Internet filter at any time by district administration. Accessing inappropriate sites may result in disciplinary action.

**Legal Proprietary and Copyright** – Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If students are unsure, they should ask a teacher or parent/guardian. Plagiarism is a violation of the law, the student handbook, and the Technology Usage Policy. Students who use copyrighted, licensed or branded materials should seek written permission when using such material. Students must 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 could face disciplinary action and possible criminal prosecution.

**Consequences** – Inappropriate use of the district technology including care of the equipment, proper use of the software tools and network access will be addressed through current Mehlville School District disciplinary policies on a case by case basis.

# Online Safety and Responsibility

It is important that students remember the lessons taught concerning cyber-safety. Adherence to cyber-safety rules and safety precautions is required.

## When online:

- Never reveal identifying information (name, address, phone number, school name, etc.) in their screen name, profile or conversations to people they do not know.
- Do not post pictures that may be embarrassing or could lead to unwanted attention.
- Do not send pictures to or view pictures from strangers.
- Never arrange a face-to-face meeting with a stranger.
- Do not open email or documents from a stranger, it may contain viruses.
- Do not go into chat rooms or send mass broadcasts or emails without permission.
- Do not open, use, or change files that do not belong to them.

## Students should keep in mind:

- Any information they post could be viewed by anyone.
- That there are no "take backs" online. Once information is posted, it remains in cyberspace even if deleted.
- Only add "friends" whom they know and trust. Someone may not be who they say they are. If students feel that something or someone online does not seem legitimate, then they should tell a trusted adult immediately.
- If something does not "feel" right or is mean, students should bring it to the attention of a trusted adult.

## Cyberbullying

Cyberbullying in any form is unacceptable. Cyberbullying occurs when one or more adolescents slander, threaten, harass, torment, humiliate, embarrass, intimidate, extort, or otherwise target another adolescent using digital technologies.

If a student is being bullied or is aware of cyberbullying they should report it to a trusted adult immediately. Cyberbullying that occurs outside of school, but has an impact on the school day, is also subject to the discipline policy. Discipline for cyberbullying will be handled on a case by case basis as deemed appropriate by school administration. In addition, when any kind of threat is communicated or when a hate crime is committed, it will be reported to local law enforcement.

# Helpful Links for Online Safety

Mehlville School District promotes a culture of safety and respect for all students in person and online. Take some time to explore the Internet Safety sites listed below.

- Good to Know, A Guide to Staying Safe and Secure  
Online-<http://www.google.com/goodtoknow/> - This site is designed by Google to provide tips and how-to's that explain what students can do to stay safe and secure on the Internet.
- Connect Safely- [www.connectsafely.org](http://www.connectsafely.org) has tips for teens and parents, as well as other resources for safe blogging and social networking.
- Internet Keep Safe Coalition- [www.iKeepSafe.org](http://www.iKeepSafe.org) - A broad partnership of public health and educational professionals, law enforcement, and industry leaders working together for the health and safety of youth online.
- On Guard Online - [www.onguardonline.gov](http://www.onguardonline.gov) - Practical tips from the federal government and the technology industry to help students be on guard against Internet fraud, secure their computers, and protect their personal information. Features Net Cetera which includes tips to help parents talk to kids about being online.
- Wired Safety - [www.wiredsafety.org](http://www.wiredsafety.org) - Provides help, information and education to the Internet and mobile device users of all ages and they also help parents with issues, such as Facebook and cyberbullying.

## District Internet Filtering

Mehlville School District utilizes an Internet filtering system that blocks and logs user Internet activity in accordance to the Children's Internet Protection Act. This filtering system is utilized in any location that a student logs on to a Mehlville School District Device. However, the district cannot guarantee that access to all inappropriate sites will be blocked. School staff have the ability to monitor students' use during the school day. Parents are responsible for monitoring their child's use at home. Students are responsible for their own behavior at all times and their adherence to their signed Technology Usage Policy is expected.

When at home the best practice is to have your child use their device in a public area. This visibility will help parents monitor their child's behavior while online.

Any attempts by students to circumvent the filter will be considered a violation of the district's Technology Usage Policy. District filtering policies will apply at all times to the

device regardless of the location of the device.

## Website and Social Media Guidelines

Be aware of what you post online. Website and social media venues are public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.

Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, birth dates, and pictures. Use strong pass-phrases that include numbers, symbols, capital letters and lowercase letters.

Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to cite your sources.

Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.

Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.

If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher or a trusted adult.

By electronically signing the Technology Usage Agreement, [found on the parent portal](#), you agree to follow and accept:

- [Use of Technology Policy \(EHB-API\)](#).
- The Parent/Student 1 to 1 Handbook.
- The Website and Social Media Guidelines (this page).
- At the end of the school year student/parents will return the assigned device and charger in good working order with the original barcode or pay the full replacement cost of the device.
- If the student ceases to be enrolled in the district, the student/parents will return the assigned device and charger in good working order with the original barcode or pay the full replacement cost of the device.
- The device issued to you is no different than the issuance of a textbook. It is your responsibility to use and care for the items issued to you for educational purposes.