**MAYWOOD PUBLIC SCHOOLS TECHNOLOGY PLAN AND INTEGRATION**

**Section 1 Chromebook Agreement**

This equipment is and at all time remains the property of Maywood Public Schools, Maywood, Nebraska, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year.

Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her right to use this computer. The equipment will be returned to the school when requested by Maywood Public Schools, or sooner, if the Student/Borrower withdraws from Maywood Public Schools prior to the end of the school year.

The District Property may be used by Student/Borrower only for noncommercial purposes in accordance with the District’s policies and rules, the District’s Code of Conduct, as well as local, state, and federal statutes.

Student/Borrower may not install or use any software other than software owned or approved by the District and made available to Student/Borrower in accordance with this Receipt and Agreement.

One user account with specific privileges and capabilities has been set up on the Chromebook for exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user accounts on the Chromebook or on any school-owned computer.

Maywood Public Schools network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels/tags have been placed on the Chromebook. These labels/tags are not to be removed or modified. If they become damaged or missing, contact Ms. Carey for replacements. Additional stickers, labels, tags, or markings are not to be added to the Chromebook.

The student is financially responsible for all damages and repairs to the Chromebook and bags. **Repair costs will be determined by our Technology Department.** Student/Borrower will be responsible for 100% of the repair costs if the damages are determined to be caused intentionally by the student/borrower or by obvious lack of care by the student/borrower. If the Chromebook or accessories are beyond repair, lost, or stolen, the student will be responsible for 100% of the replacement cost.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damages to, loss of, or failure to return school property. The Chromebooks were purchased on a lease and must be returned in good working order with all original parts.

A Google Apps for Education account is available for each Student/Borrower to use for appropriate academic communication with other students and staff members.

Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower’s agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Maywood Public Schools.

**Section 2 Taking Care of Your Chromebook &** **General Precautions**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to Ms. Reece in the Library.

* No food or drink is allowed next to your Chromebook
* Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
* Students should never carry their Chromebook while the screen is open, unless directed to do so by a teacher.
* Students are responsible for keeping their Chromebook’s battery charged for each school day.
* Students are responsible for keeping their individual Chromebook in their possession at all times. Unattended Chromebooks will be turned into Mrs. Carey. Students will need to complete a written action plan to correct their inattentive behavior of school-owned equipment. Upon appropriate completion of the action plan the Chromebook will be returned to the student. Consequences will increase with repeat offenses.

The protective cases provided with the Chromebooks have sufficient padding to protect the Chromebooks from normal treatment and provide a suitable means for carrying the computer.

* Chromebooks should always be in their protective case when carried.
* To avoid placing too much pressure and weight on the Chromebook screen students should **NEVER** put the Chromebook in their backpack.
* Students should place the Chromebook and the charger in their school issued cases when not being used.

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 on the Chromebook that would put pressure on the screen
* 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 (example: pens, pencils, or disks)
* Clean screen with a soft, dry cloth (t-shirt material works best) or anti-static cloth

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules will be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes unless specifically advised not to do so by the teacher.

If students leave their Chromebooks at home they will be without the use of their Chromebook and files for that day. If it is an absolute must the teacher may send the student to get a loaner Chromebook if one is available and is returned at the end of the day.

Loaner Chromebooks may be issued to a student when their Chromebooks are in for repair. The same care and user agreements apply to the loaned device.

Leaving a computer behind (i.e. in another classroom, in the commons area, on the bus) will result in a 15 minute detention, after school. Leaving a computer behind two times will result in serving a 30 minute detention. A computer left behind a third time will result in a 45 minute detention and a computer left behind for a fourth time will result in a 60 minute detention. The detentions will be served either before or after school.

Chromebooks must be brought to school each day in a full charged condition. In cases where the use of the Chromebook has caused batteries to run down, students may be able to connect their computers to a power outlet in class. Playing games, watching videos and listening to music during the school day will wear down your batteries really quick.

* Inappropriate media many not be used as a screensaver
* Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures and even toy guns and weapons will result in disciplinary actions
* Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware
* Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes
* Students may print to the library or the copier by the music room only with teacher permission during class or breaks
* Students are solely responsible for their individually issued Chromebook and can at no time be responsible for another Chromebook that has not been issued to them. Any Chromebook found by a student must be turned into a teacher immediately.

**Section 3 Acceptable and Responsible Use Guidelines**

The purpose of the 24/7 Chromebook Program, which is available to students in grades 9-12, is to enable students’ increased access to the benefits of technology as an educational tool. The program also offers teachers the ability to move far beyond the textbook, to deepen the knowledge provided within their content areas, and infuse their curriculum with positive and successful information from around the globe. Possession of Maywood Public Schools’ Chromebooks is a **privilege, not a right**. The Chromebook is an educational tool and should be used in that capacity only. Once issued, you are responsible for the Chromebook at all times.

1. Maywood Public School District expects all areas of technology to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Maywood Public School District.
2. Students must acknowledge their understanding of this policy as well as the guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender’s Chromebook and/or network privilege.
3. The Chromebooks are district property and all content will be monitored. Messages and/or Internet content relating to or in support of illegal activities will be reported to the authorities. Students have no expectation of privacy.
4. Chromebooks will be subject to random inspections and will be turned over to district personnel upon request. In addition to physically inspecting their Chromebooks, the district administrators and technology team will be using a software program to monitor responsible use of the Chromebooks while the students are using their Chromebooks.
5. Under no circumstance should Chromebooks be left in unsupervised or in unlocked areas. Unsupervised or Unlocked areas include the school grounds, the cafeteria, commons area, locker rooms, library, unlocked classrooms, dressing rooms, hallways and unlocked lockers. Any Chromebook unsupervised is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal’s office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised area.
6. Personal files or pictures, that are not for a school project or activity, should be stored on your personal external flash drives.
7. No student will bring their Chromebook along on any school activity. If you need a place to keep your Chromebook while you are at your activity you may keep it with the head sponsor of the activity’s classroom.

**Saving Files**

1. Students will save their documents to Google Drive, an external drive, or save as a PDF file and email to themselves or the teacher it is to be turned in too.
2. Students are responsible for backing up their files to an external flash drive. If the Chromebook crashes and files are lost, the Maywood Public School District **is not** responsible for that loss of information.

**Email**

1. Email for students was setup with educational purposes in mind.
2. Signing up for any account online or otherwise with your school email is strictly forbidden, with the exception of having permission from a teacher, administrator, or tech person. Subscribing to mailing lists, mass email messages, games or other services that generate several messages that can slow the system and will waste other users’ time and access. (Ex: Facebook, Pinterest, YouTube, or other Social Media Sites)
3. Email and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
4. Staff and student accounts are property of Maywood Public Schools. Account passwords are managed in Window Active Directory and Google. We use password complexity to ensure protection. We reserve the right to change passwords when it is right to do so.

**Copyright Laws**

1. The Chromebook should not be used to copy, download, upload, or share copyrighted materials without the owner's permission.
2. Material obtained through research on the Internet and then used in academic work is to be properly documented. Trademark and Copyright laws must be followed. Plagiarism is a violation of the law. 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. Ignorance of the law is no immunity. If you have any questions about what constitutes a copyright violation please contact an administrator, media specialist, or teacher.
3. Computers may not be used to make sound recordings without the consent of all of those being recorded.
4. The user shall not use a computer for unlawful purpose, such as illegal copying or installation of software.

**Abuse**

1. Deliberate attempts to degrade/hack the network (servers, routers, switches, printers, firewall, etc.) or disrupt the system performance as a system administrator, will result in disciplinary action.
2. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.
3. Installation of peer-to-peer file-sharing programs is strictly forbidden.
4. The user shall not let other persons use his/her name, login, password, or file for any reason.
5. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, administrator, or technology administrator, will be considered an act of vandalism and is subject to disciplinary action.
6. The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats.
7. The user shall not deliberately **access** or **create** obscene or objectionable information, language or images.
8. Anyone using the network or Internet for commercial, political campaign, or financial gain purposes, are prohibited.
9. **Do Not** reveal your full name or another person’s full name, phone number, home address, social security number, credit card numbers, and passwords to people, online or otherwise.
10. The student will be responsible at all times for the appropriate use of the computer that was issued to them. Non-compliance with any of the rules are subject to consequences for their actions
11. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer and/or all electronic communication crime laws. Violation of applicable state or federal law, including the Nebraska Penal Code for Computer Crimes, will result in criminal prosecution or disciplinary action by the District.
12. Creating, uploading, or transmitting computer viruses.
13. Transmission 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 and computer viruses.
14. Students may not access websites, newsgroups, or “chat” areas that contain material that is obscene or that promotes illegal activity. (Examples: Presence of weapons, pornography, alcohol, inappropriate language, drugs, gang related symbols or pictures) will result in disciplinary actions. If a student does accidentally access this type of information, he or she would immediately notify a teacher, administrator, or tech personnel. This is not merely a request: it is a responsibility.
15. Use of the computer (including “Instant Messaging”) for anything other than a teacher-directed or approved activity is prohibited during the school day.

**Section 4 Warranty**

1. This coverage DOES NOT provide for damage caused by fire, theft, loss, intentional or frequent damage or cosmetic damage.
2. Lenovo will assess the Chromebook damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.
3. Care is only applicable for Chromebooks for the first 3 years from the purchase date.
4. Maywood Public School Technology Department will coordinate all repairs with an authorized Chromebook Repair Service.
5. Under no circumstances are you to have the Chromebook repaired elsewhere.

If your Chromebook is stolen outside the school perimeters, you are responsible to file a police report within 24 hours of the theft. It is possible if you have car and/or house insurance that the theft may be covered, it’s your responsibility to make the claim.

**Section 5 Offenses & Consequences\***

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| **Level 1 Offenses** |  | **Level 1 Disciplinary Action** |
| Chromebooks left in unsupervised or unlocked areas |  | Loss of privilege to take Chromebook home for 2 days. |
| Making sound recordings without the consent of those being recorded. |  | Loss of the Chromebook for the remainder of the day and the following week. Students require a written permission slip to allow Chromebook use in a class. |
| Any pictures or content of weapons, alcohol, drugs or gang related symbols or pictures found on the Chromebook. |  | Loss of the Chromebook for the remainder of the day and the following 2 weeks. Students require a written permission slip to allow Chromebook use in a class. |
| Using the network or internet for commercial, political campaign and financial gain. |  | Loss of Chromebook is determined upon administrative investigation. |
| Altering a person's files. |  |
| **Level 2 Offenses** |  | **Level 2 Disciplinary Action** |
| Accessing pornography on the internet or having pornographic materials on your Chromebook. |  | Loss of all Chromebook for 1 week. Students require a written permission slip to allow Chromebook use in a class. |
| Altering data or Altering the configuration of a computer. |  | Loss of all Chromebook for 2 weeks. Students require a written permission slip to allow Chromebook use in a class. |
| Plagiarism |  | Loss of all Chromebook for 1 month. Students require a written permission slip to allow Chromebook use in a class. |
| Using the Maywood Schools student account inappropriately. Using the MPS email for accounts, messenger, and other forms of social media. |  | Loss of all Chromebook for 1 month. Student require a written permission slip to allow Chromebook use in class. |
| **Level 3 Offenses** |  | **Level 3 Disciplinary Action** |
| Messages and/or Internet content relating to or in support of illegal activities will be reported to the authorities. |  | Loss of all Chromebook for 2 weeks. Students require a written permission slip to allow Chromebook use in a class. |
| Deliberate attempts to degrade/hack the network (servers, routers, switches, printers, firewall, etc.) |  | Loss of all Chromebook for 1 month. Students require a written permission slip to allow Chromebook use in a class. |
| Intentional damage to Chromebooks. |  | Loss of all Chromebook for 2 months. Students require a written permission slip to allow Chromebook use in a class. |
| Students harassing/bullying through email, of school Google account and device for personal use. |  | Loss of Chromebook indefinitely upon administrative investigation. Suspension of student Google account. A written plan of permission and a call to the parents to allow Chromebook use in class. |

\*We reserve the right to adjust and/or modify these rules according to the offense.

\*These disciplinary actions will be carried over from year to year on a case by case basis.

**Section 6 Frequently Asked Questions**

*1. How much is my Chromebook damages if my computer is broken?*

The damages will be assessed by Mrs. Carey and ESU 10. The fees will be charged to the students.

*2. What if my Chromebook is stolen?*

A police report must be filed by you and your parents within a 24 hours of the theft.

*3. What happens if the Chromebook stops working?*

All Chromebook repairs must be reported to the Technology Department immediately. Mrs. Carey will coordinate the repairs. Loaner Chromebooks will be available on a first-come, first-serve basis for students while theirs is being repaired. Repairs can take up to 4 weeks but normally it is around 10 days.

*4. Can we swap power cords with other students?*

This is not recommended. Each power cord is labeled with school ID number. Students are responsible for their own equipment. At the end of the year students will be responsible for returning the same Chromebook, power cord, bag and any other accessory that was checked out to them.

*5. Can I carry my Chromebook in my own case, bag, or backpack?*

**NO,** Students must carry the Chromebook in the school-issued case only. This is the only way to ensure adequate protection . . . especially to the screen of the Chromebook, the most fragile part of the Chromebook. **NO,** Students may not put the Chromebook that is in its school-issued case inside their backpack.

*6. Where do I go for technical support?*

Mrs. Carey, in her classroom or in the library.

*7. How will the school know what we do on the Chromebooks?*

Fortigate, Securely, and an additional filtering systems are used to gather user information, monitor emails, keywords, site searches, and other network activity. Maywood Public School District uses to watch, block, send messages, etc. any time the Chromebooks are on the local network. Along with that Maywood Public School District routine random checks, where we physically check over the Chromebook.

*8. What happens when I need technical help with my Chromebook at home or on the weekends?*

In an emergency students may email the Mrs. Carey ([robyn.carey@maywoodtigers.org](mailto:robyn.carey@maywoodtigers.org)) with their question, if they can wait until the next day or Monday morning.

*9. What if my parents/guardians do not want me to take my Chromebook home?*

You will be able to pick up your Chromebook from Mrs. Carey in the morning and return it at the end of the day.

*10. What if I forget my Chromebook at home?*

As a responsible student, you must bring all the necessary tools with you to school each day. If you leave your Chromebook at home you will be without the use of their Chromebook and their files for that day. If it is an absolute must that they have a Chromebook, the teacher may send the student down to get a loaner Chromebook if one is available and is returned at the end of the day.

*11. How do I deal with the power limitation of a Chromebook?*

Students are responsible for fully charging their Chromebook at home every night. A fully charged battery should get at least six hours of use during the school day. Music, playing games or watching videos will drain the battery life quickly. Students may carry their power cords with them and if needed plug them to charge in a class. If the battery life seems to be draining within an hour or so after fully charging they can come to Mrs. Carey to have it checked out.

*12. Can I listen to music or check my email if I am finished with all of my school work?*

If abused email can be taken away on a student by student basis. Profanity, explicit lyrics, and/or any derogatory language on theschool-issued computer is against school policy and could be cause for disciplinary action. The Technology Dept. can see all email sent and received from each of the students.

*13. Where do I print?*

Over time, printing needs will decrease. Printing is for homework assignments only. If they need a black printed page they will be able to print to the Library printer or the printer outside of the Music Room. If they absolutely need a color printed page, the student will need to email the document to the teacher that the document is to be turned into and that teacher will print it in color for the student.

*14. Who is responsible for backing up my files on my Chromebook?*

Students are responsible to back-up their important school work to an external flash drive, save as a PDF and email it to themselves or on Google Drive. Maywood Public School District does not store any of the students’ files on the server.

*15. What should I do with my Chromebook during the following incidents?*

1. **in between classes?**

Chromebooks should be in their Chromebook bags and carried with them to their next class

2. **during lunch?**

The students may leave their Chromebooks in the classroom that they just finished before lunch or they may put in the classroom that they will be going to after lunch

3. **during PE class and sport practices?**

Chromebooks should be stored in your bag NOT your backpack and locked into the teacher’s or coach’s classroom

4. **during an away activity?**

Chromebooks should be stored in your bag and locked in the coach’s classroom. If you choose to ride home from the activity with your parents, it is your responsibility to make arrangements to pick up your Chromebook

*16. Can we take our Chromebook out of town on personal trips?*

Always remember that the focus of the Chromebook initiative at Maywood Public is on 24-7 learning. Being able to learn outside of the school building is a prime goal. Remember also that along with this privilege is a great responsibility.

Students must responsibly protect and care for their Chromebooks at all times.

*17. Can everyone in my family use my Chromebook?*

The students are ultimately responsible for their Chromebooks: just like any other school-issued item. Yet, sharing with additional family members is allowed and encouraged to further the Chromebook’s educational benefits.

*18. Can we use our own personal Chromebook at school instead of the school-issued one?*

No. While at school, all will need to use the school-issued computer. This will have access to the internet (which is filtered) and the programs needed by the students while at school. The student’s personal computer must be left at home.