

# **MJUSD Chromebook Contract**

## **Procedures and Info for Students and Parents**

The mission of the Chromebook distribution in the MJUSD is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

MJUSD endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.

The Chromebooks are a learning resource. There is no opt-out process for receiving a Chromebook because it is an important tool for completing assigned work, conducting research, and accessing learning materials – just like a textbook. Under the Williams Settlement, MJUSD is required to provide equal access to all learning resources to all students.

### **1. Receiving Your Chromebook**

#### **a. Parent/Guardian meetings and Student Training**

All parents/guardians are encouraged to attend parent meetings at the school site your child attends. Students will receive lessons in proper care and use of technology before receiving a Chromebook that can be taken home. All parents and students are required to sign this contract before being allowed to take the Chromebook home.

#### **b. Transfer/New Student Distribution**

All transfers/new students participate in a school orientation and will be able to pick up their Chromebooks from the textbook room. Both students and their parents/guardians must sign the MJUSD Chromebook Contract prior to picking up a Chromebook.

### **2. Returning Your Chromebook**

#### **a. End of Year**

At the end of the school year, students will turn in their Chromebooks, power adapters, and cases. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Cases and power supplies will be charged replacement costs as well. The District may also file a report of stolen property with the local law enforcement agency.

#### **b. Transferring/Withdrawing Students**

Students that transfer out of or withdraw from MJUSD must turn in their Chromebooks and cases to the designated staff member on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

### **3. Taking Care of Your Chromebook**

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 the designated room as soon as possible so that they can be repaired properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unsecured.

#### **a. General Precautions**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.

#### **b. Cases**

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are padded to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

### **c. Carrying Chromebooks**

- Always transport Chromebooks with care and in MJUSD-issued protective cases.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

### **d. Screen Care**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### **e. Asset Tags**

- All Chromebooks will be labeled with a MJUSD barcode.
- Students may be charged for tampering with a MJUSD barcode.

## **4. Using Your Chromebook at School**

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

### **a. If a student does not bring his/her Chromebook to school**

- Teachers may loan a classroom Chromebook to a student for the duration of the class period.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.

### **b. Chromebooks needing repairs**

- If a Chromebook needs repair, return it to the designated room and a replacement device will be issued.
- Chromebooks that are damaged or lost will have the appropriate charge recorded on the student account.
- Chromebooks that have a hardware or software fault (not caused by damage from the student) will be replaced at no cost to the student.

### **c. Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in school common areas.

### **d. Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

### **e. Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

### **f. Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the library. Because all student work will be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Students may log into a print station to print their work.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. For more information, visit <http://www.google.com/cloudprint/learn/>.

### **g. Logging into a Chromebook**

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only MJUSD students and staff can log into school Chromebooks. Parents may use their students Chromebook at home, but will need to have the student log in for them.
- Students should never share their account passwords with others

### **h. Managing and Saving Your Digital Work with a Chromebook**

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

## **5. Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet. Students are bound by the MJUSD Student Acceptable Use Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

A limited number of WiFi mobile access devices will be available to check out from the school libraries. These do not replace regular home internet service but they give students without home internet the ability to work online to complete schoolwork.

## **6. Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the MJUSD.

### **a. Updates and Virus Protection**

- a. The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
- b. There is no need for additional virus protection.

## **7. Content Filter**

The District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the District. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Attempts to circumvent the filtering software will result in disciplinary action.

## **8. Software**

### **a. Google Apps for Education**

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

### **b. Chrome Web Apps and Extensions**

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

## **9. Chromebook Identification**

### **a. Records**

- a. The District will maintain a log of all Chromebooks that includes the Chromebook serial number, student name,

and ID number of the student assigned to the device.

## **10.Repairing/Replacing Your Chromebook**

### **a. Chromebook repair**

- If your Chromebook is not working notify your teacher and take it to the designated room for repair.

### **b. Vendor Warranty**

- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

### **c. Estimated Costs (subject to change)**

The following are estimated costs of Chromebook parts and replacements:

- Complete Replacement - \$200.00
- Screen - \$50.00
- Keyboard/touchpad - \$50.00
- Power cord - \$35.00
- Case - \$10

## **11.No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### **a. Monitoring Software**

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screen, activity, and web history on student Chromebooks.

## **12.Appropriate Uses and Digital Citizenship**

School-issued Chromebooks should be used for educational purposes and students are to adhere to the MJUSD Digital Citizenship Agreement and the MJUSD Student Acceptable Use Policy at all times.

# MJUSD Digital Citizenship Agreement

MJUSD believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

**Respect and Protect Yourself**

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or Posting them publicly).
- I will always log off before leaving a Chromebook or device.
- I will immediately report any inappropriate behavior directed at me to my teacher, librarian, counselor, or other adult at school.

## Respect and Protect Others

- I will not use Chromebook or other devices to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files or profile.
- I will not disrupt other people's ability to use school Chromebooks or other devices.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian, counselor, or other adult at school.

## Respect and Protect the Learning Environment

- I will limit my web browsing at school to school research or personal research similar to that which I would do in class.
- I will not visit inappropriate web sites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only change background images and screen savers to school appropriate images.

## Honor Intellectual Property

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

Please cut along the dotted line, complete the agreement below, and return it to school to receive your Chromebook

By signing this agreement, I am accepting the terms of the MJUSD Chromebook Contract. I agree to be financially responsible for the replacement cost should the Chromebook be lost, stolen or damaged. This includes any damage or loss that occurs on campus.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_