



MOSCOW CHARTER SCHOOL

Science • Technology • Engineering • Arts • Math

Middle School Chromebook Handbook, Procedure, and Agreement

The mission of the 1-to-1 program in the Moscow Charter School Middle School 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, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative learning objectives, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

Device Purpose

Moscow Charter School is supplying Middle School students with a Chromebook. This device is property of Moscow Charter School. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, and teacher and student collaboration. The supplied device is an educational tool not intended for gaming or social networking.

Training:

Students will be trained on how to use the Chromebook by their classroom teachers.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by MCS. Chromebooks that are broken or fail to work properly must be presented in person to Mr. B or Anne Wessels.

General Precautions:

- No food or drink is allowed next to your Chromebook.
- Cords, cables, mice and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook with the screen/lid open.
- Clients should log off and shut down Chromebooks when not in use.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose MCS Chromebooks to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

Carrying the Chromebook:

The protective shell of 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 a padded backpack or padded bookbag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could 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 (e.g. pens, pencils, headsets or earbuds).

Using Your Chromebook:

The Chromebook is intended for use at MCS each 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. Chromebooks are to be

used only in a classroom, unless directed otherwise by a teacher. Students are not permitted to use these devices during recess, break times, or during lunch unless it for educational purposes and under the supervision of a teacher.

Chromebooks are not permitted to be removed from school grounds.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive will not need to save their work, as Drive will save each keystroke as the work is being completed. Students will be trained on proper file management procedures.

Storing Your Chromebook:

When students are not using MCS Chromebooks, they should be stored in the charging cart. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. All Chromebooks are to be returned to the student's homeroom and placed and plugged into the charging cart.

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, hallways, bathrooms, or any other entity that is not securely locked or in which there is not 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:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with Mr. B or Anne Wessels.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Students or parents will be charged for MCS Chromebook damage, repair or full replacement cost that is a result of misuse or abusive handling. Parents will be billed for parts and labor. (cite Chromebook repair form I shared)

Individual User Access Informed Consent Form

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Moscow Charter School and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from me or my child's use, or inability to use, without limitation, the type of damages identified in the Moscow Charter School Acceptable Use Guidelines. Further, my child and I understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of the network use privileges. My child and I acknowledge and agree the Moscow Charter School has the right to review, edit or remove any materials installed, used, stored or distributed on or through the network for the system including e-mail and other electronic messages and we hereby waive any right of privacy which my child or I may otherwise have into such material. My child and I acknowledge and agree that any copyright my child may have in material posted on the Internet through the school's system is waived.

Signature of User

Signature of Parent/Guardian

Printed Name of User

Printed Name of Parent/Guardian

Date Signed