

Manvel Public School Parent-Student Chromebook Use Contract 2019-20

PURPOSE

Under the MPS **responsible use policy**, administration and staff will periodically check PSLDs throughout the year to ensure proper and responsible student use. Students are not permitted to use PSLDs to play games, chat and/or use social media, and other non-educational purposes (unless specifically allowed by the classroom teacher).

The purposes/uses of the PSLDs are:

- **Educational, Academic, Research & Intraschool related communication**

CHROMEBOOK USE AGREEMENT

Students enrolled at MPS will be issued a Chromebook for instructional usage during school hours. **Students will not be permitted to take Chromebooks home unless directed by a teacher.** Your knowledge of the policies described below, as well as your support in helping MPS in implementing these policies, is critically important. Following are the requirements that accompany school-issued Chromebooks.

GENERAL INFORMATION

The policies, procedures, and information within this document apply to all students who are issued an electronic device owned by MPS. Classroom teachers may set additional requirements for use in their classroom.

Receiving your device

- Devices will be distributed to all students in grades 3 - 8. Chromebook carts in the 3rd - 8th grade homerooms will make devices available to your child.
- Parents and students must sign this contract in order to use devices at school.

School Internet Access

- Wireless network access is available throughout the school. MPS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Home Internet Access

- In the event a device needs to be checked out from MPS and brought home, students are encouraged to connect to home networks and wireless hot spots. School and district technical support staff are not responsible for supporting

or troubleshooting connectivity to home networks. Contact your Internet service provider for troubleshooting and assistance.

CARE OF THE 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 their teacher as soon as possible.

General Precautions

- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left in an unattended area.

Screen Care

- The device screens can be easily damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 1. Do not lean on the top of the device when it is closed.
 2. Clean the screen with a soft, dry cloth or anti-static cloth.
 3. Do not “bump” the device against other objects as it could break the screen.

Device Identification

- The serial number and the MPS asset tag identify student devices. Students should not remove any school identification labels from their device. **Contact the MPS technology coordinator if you need a replacement asset tag.**

USING YOUR DEVICE AT SCHOOL

Devices are intended for **academic use**. Classroom teachers have the authority to manage use during class time and may choose to have students put devices away if they are a distraction or students exhibit off-task behavior.

Charging Your Device’s Battery:

- Students are responsible to keep devices in a fully charged condition at the end of each school day by utilizing the charging cart in each homeroom. **Repeat violations of this policy may result in students losing device privileges.**

Managing Your Files and Saving Your Work

- MPS uses Google Apps for Education, which allows cloud-based document creation, sharing, and storage. Each student has their own unique account.

RESPONSIBLE USE

Statement of Responsibility:

- The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy; therefore it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.
- Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by teachers, network, or school administration. ***Please remember that you are using a MPS issued device and it should be treated as such!***

Inappropriate Content:

- Students are not allowed to access, view, and or store inappropriate content or materials on Chromebooks.
- Presence of weapons, pornographic materials, inappropriate language, threatening language, alcohol, drug, gang related symbols, or pictures will result in disciplinary action.
- All activity on the Chromebook and any MPS issued email account, whether conducted at school or offsite, is subject to search as district property.

Legal Propriety:

- All Chromebook users must comply with trademark and copyright laws and all license agreements. Ignorance of the law is no excuse for violations of such laws or agreements. If you are unsure, ask your classroom/homeroom teacher.
- Plagiarism is a violation of the MPS rules. 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.
- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution.

No Loaning or Borrowing Chromebooks:

- Do not loan your assigned Chromebook to other students.
- Do not borrow a Chromebook from another student.
- Do NOT share passwords or user names.

Unauthorized Access:

- Access to another person's account or Chromebook without their consent or knowledge is considered hacking and is unacceptable.

Music, Video Games, or Programs:

- Music, videos, and games may not be downloaded or streamed over the Internet. This may be a violation of copyright law.
- All software/apps must be provided by MPS.
- Data storage will be through apps on the Chromebook (Google Drive).
- Internet games are not allowed on the MPS Chromebooks.
- Music is only allowed on the Chromebook at the discretion of the teacher.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Parent/Guardian Responsibilities:

- Talk to your child about values and the standards that they should follow on the use of the Internet just as you would on the use of all media information sources. Please talk with your child about your expectations for appropriate and responsible use in your home.
- ***MPS highly recommends that parents set device usage & time restrictions at home, and also take time to view your child's search history to make sure appropriate usage continues at home.***

Student Responsibilities:

- ***Students can only use their manvelk8.com account issued to them to login to any PSD. Logging into other accounts while using MPS property could compromise the responsible use policy.***
- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to network use according to MPS's Technology Policy.
- Keep passwords private. ***Should your password become compromised, contact the MPS technology coordinator as soon as possible to change your password.***
- Students should always log out, turn off and secure their device after they are done working to protect their work and information.
- If a student should receive email or other electronic messages containing inappropriate or abusive language or if the subject matter is questionable, he/she should contact a teacher.

Student Discipline:

- Depending on the seriousness of the offense, students may lose the device and/or network privileges. They may also receive detention, suspension, or in extreme cases expulsion.

DEVICE LOSS, DAMAGE, OR MALFUNCTION

Devices that malfunction or are damaged must be reported to a staff member. The school district will be responsible for repairing devices that malfunction; however, the cost of repairs will be assessed as stated below.

Damage

- If a device is damaged (such as a cracked screen), the family of the student will be assessed a damage fee of up to \$100. Broken screens are around \$35 to replace.

Intentional Damage

- If the school determines that intentional damage to a device has occurred, the family of the student will be responsible for up to the total cost (\$225) of the device repair or replacement. The student may also be subjected to additional consequences.

Power Cords

- If a power cord is lost or damaged, a replacement fee of \$25 will be assessed.

Lost or Stolen:

- If a device is lost or stolen, the family of the student will be required to pay to replace the device (up to \$225).

Loss / Damage Payment

- In the event that a family is responsible for payment due to loss, theft or damage, a notice will be sent with a brief explanation and amount due. Payments should be made at the school office.

**Please keep this contract at home.
Sign and return the last page to school.
Thank you!**

MANVEL PUBLIC SCHOOL
PARENT-STUDENT CHROMEBOOK USE CONTRACT
2019 - 2020

I have read, understand and agree to the stipulations set forth in the Manvel Public School Parent-Student Chromebook Use Contract.

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

For Office Use Only:

Chromebook Number: _____

Date Issued: _____

Chromebook Serial Number: _____

Homeroom Teacher: _____