

## Illing Middle School 1:1 Chromebook Handbook

*The goal of the Chromebook program at Illing Middle School is to provide access to technology at school and to transform learning. Increasing student engagement is critical to keeping students in school and increasing student achievement. There is evidence that if we change the way instruction is delivered by using technology to involve students in rigorous learning opportunities that are differentiated to meet their needs, student engagement will also increase.*

*To provide students the most effective and current tools for learning, Manchester Public Schools will provide all students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like Google Docs, Presentations, Spreadsheets and Forms. Every student will be provided with an account and password to access these online tools within the secure MPS Google Apps for Education environment.*

*Collaboration and sharing of docs will be restricted to accounts within the MPS Google Apps for Education environment. Students will not be able to receive or share documents outside this password protected environment. Likewise, advertisements, and all other forms of data tracking are turned off for these accounts.*

*Students will not use the Google Chat/Talk, Google or Gmail features at this time. Students may access their Google Apps for Education accounts at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times in accordance with the MPS Acceptable Use Policy, which is attached.*

*This technology supports anytime access to online resources for learning by providing portable devices for use at school and Google accounts for each student to use to enhance instruction. Google documents and applications ensure that students can access whatever work they need from wherever they are – school, home, or anywhere with an internet connection. We believe at Illing Middle School that with a rigorous, high-quality program and the right social and emotional supports in place, **all** students, can achieve outstanding results and the achievement gap for minority and economically disadvantaged students can be closed. Illing is providing a Chromebook to each student to further personalize the way each student maximizes learning, receives support to master essential skills, and deepens his or her understanding of content.*

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## 1. INTRODUCING THE CHROMEBOOK

### 1a. Operation

Chromebooks come with access to Google Drive, an online environment that provides cloud storage space and includes a suite of products such as Docs, Presentations, Drawings, Spreadsheets, and Forms. These applications allow users to create and store different kinds of documents and also share and work on them in real time with other people. Since files are stored automatically in the cloud, there's no need to worry about lost work.

With a wireless Internet connection, users are able to access their your documents and files from any device anywhere in the world.

### 1b. Accounts

Students will only be able to log to their Chromebooks using their assigned @mpspride.org account.

Students should always use their Chromebooks with their own accounts.

It is important for students to protect their passwords and never share their user IDs or passwords with friends.

Illing students have not been issued GMail accounts

## 2. CHROMEBOOK DISTRIBUTION

### 2a. Disbursement

Chromebooks will be distributed at the beginning of each school year. .

Every homeroom has a charging station where the chromebooks are secured overnight. Each student will be responsible for collecting and returning his or her Chromebook from and to the charging station at the beginning and end of the school day.

Students will retain their original Chromebook each year while enrolled at IMS. Please take good care of it! The school will maintain a log of all Chromebooks that includes the Chromebook serial number and name and ID number of the student assigned to the device.

### 3. CARE AND USE GUIDELINES

Chromebooks that are broken or fail to work properly, must be taken to the library media center as soon as possible so that they can be taken care of properly. Chromebooks will have a library barcode on them. This tag must not be removed or altered in any way. If the tag is removed, disciplinary action could result. Any Chromebook removed from the school without permission or not returned to the charging station will be considered stolen property and law enforcement agencies may be notified.

#### 3a: Transporting Your Chromebook

Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

Chromebooks should never leave Illing Middle School without permission.

#### 3b: Protecting Your Chromebook

No food or drink should be near your Chromebook.

Chromebooks must remain free of any writing, drawing, or stickers, however students may use duct tape or decals to personalize their devices.

Vents cannot be covered when in use.

Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

#### 3c: Screen Care

The Chromebook screens can be easily damaged as they are particularly sensitive to damage from excessive pressure.

Do not lean or put pressure on the top of the Chromebook when it is closed.

Do not store the Chromebook with the screen in the open position.

Do not place anything near the Chromebook that could put pressure on the screen.

Do not place anything in a carrying case or backpack that will press against the cover.

Do not poke the screen with anything that will mark or scratch the screen surface.

Do not place anything on the keyboard before closing the lid.

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

#### 4. USING YOUR CHROMEBOOK AT SCHOOL

In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

Any Chromebook not under a student's direct supervision is in danger of being stolen. Under no circumstances should Chromebooks be left unsecured.

#### 5. CHROMEBOOK HELP DESK

##### 5a. Technical Support

Technical support will be available at the Help Desk in the Library Media Center. Hardware maintenance and repairs must be completed by Help Desk staff only.

##### 5b. Loaners

Loaner Chromebooks will be issued to students when they leave their Chromebook for repair at the Help Desk.

Students using loaner Chromebooks should treat these devices with the same level of care that they would their own devices and could be held accountable for damage to their Chromebooks if they are used irresponsibly at the discretion of their administrator.

#### 6. RESPONSIBILITY AND CONSEQUENCES

The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.

Inappropriate media may not be used as a screensaver or background.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, or pictures will result in disciplinary actions.

Non-compliance with the policies of this document or the Acceptable Use of Technology Policy will result in disciplinary action.

Electronic communication, 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 crime laws.

Illing staff will monitor student use of the Chromebooks and disciplinary action may result if

acceptable use policies are violated at the discretion of the Illing administration.

## **Manchester Board of Education Policy**

**6141.321**

### **Instruction**

#### **Acceptable Use of Technology**

The Board endorses student use of technology and the Internet for learning and research which enhances information available through other mediums. This includes participation in distance learning activities, asking questions of and consulting experts, communicating with other students and individuals, and locating material to meet the educational needs of the students of the Manchester Public Schools.

While the Internet can provide students with a vast array of educational and informational resources, it can also be a window through which students could access information which is neither pertinent to nor appropriate for an educational setting. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. It is important to give students assistance and guidance in accessing information which is beneficial to their education and equally important to recognize that total monitoring of students' access to the Internet would be impossible. Therefore, individual users of the Manchester Public School Network are responsible for their use of the network and are expected to use it responsibly.

To ensure appropriate usage of technology, the administration will establish guidelines for student exploration and use of electronic information resources. Such guidelines shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of the network, and conditions of usage. The guidelines shall strive to preserve students' rights to examine and use information to meet the educational goals and objectives of the district. In addition, the district shall take steps, such as using filtering programs to block access to objectionable material, using access controls and supervision by staff to monitor and/or restrict access to the electronic informational resources.

Legal Reference: Connecticut General Statutes, Section 53a-182b  
Harassment in the first degree: Class D felony

Adopted: August 26, 1996 (as Policy 5145.3)  
Revised: June 24, 2002 (as Policy 6141.321)  
Revised Month ##, 2013

## **Administrative Guidelines**

The Manchester Board of Education requires that students comply with the following standards and any other usage guidelines created by the administration:

1. The use of the Internet is required as a part of each student's education. As the owner of the available hardware, software, wired and wireless network, the Manchester Public Schools may impose restrictions on access to the internet.
2. Use of the Internet must be in support of education and research consistent with the educational goals and objective of the Manchester Public Schools. Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, etc.).
3. Users are cautioned not to reveal personal information about themselves or others, including, but not limited to, the following: home address, telephone numbers, password, social security number or credit card number.
4. Electronic mail accounts shall be used only by the authorized owner of the account. Account owners are responsible for all activity under their account.
5. Users will comply with all state, federal and local laws, including, but not limited to, copyright laws and laws prohibiting harassment by computer.
6. Users must not interfere with others' work or with the performance of the computers, both hardware and software. Prohibited actions include, but are not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to harm or destroy data of another user.
7. Users may not establish any official representation of the school or school district (e.g., Internet home page) without obtaining prior approval of school administration.
8. Users should have no expectation of privacy while using the districts email accounts, computers, other electronic devices, or wired and wireless data networks.
9. Students are not permitted to take, transmit or post photographic images/videos of any person on campus on public and/or social networking sites unless done as part of an authorized assignment by a teacher and permission of any/all individuals involved.
10. The school District has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
11. To ensure appropriate network filters, students will only use the District's networks in school and will not attempt to bypass the network restrictions by using cellular networks.
12. Each user must comply with all Board of Education policies, school rules and expectations concerning student conduct and communications when using Manchester Public School's

hardware, information systems, or wired and wireless networks. Failure to adhere to the established guidelines may result in disciplinary action and/or referral to legal authorities.

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