

Marshalltown Community School District

Chromebook Handbook For Parents and Students



The information within this document applies to all Chromebooks used in Marshalltown Community School District and is intended for students, parents, and staff. Students at Lenihan Intermediate, Miller Middle School, Marshalltown High School, Marshalltown Learning Academy, and Marshalltown Virtual Academy will take Chromebooks home.

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Table of Contents

[Receiving and Returning a Chromebook](#)

[Receiving a Chromebook](#)

[Returning a Chromebook](#)

[Fees Related to a Chromebook](#)

[Taking Care of a Chromebook](#)

[Chromebook Identification](#)

[General Guidelines](#)

[Screen Care](#)

[Care of Device at Home](#)

[Using a Chromebook at School](#)

[Chromebooks Left at Home](#)

[Chromebooks Being Repaired](#)

[Operating System and Security](#)

[Chromebook Software](#)

[Email and Chatting for Students](#)

[Chromebook Camera](#)

[Listening to Music, Movies, and Games](#)

[Backgrounds and Screensavers](#)

[Responsibilities and Agreements](#)

[Parent/Guardian Responsibilities](#)

[Copyright and Plagiarism](#)

[Technology Discipline](#)

[School Board Policy](#)

[Chromebook Technical Support](#)

[Digital Citizenship](#)

[District Responsibilities](#)

[Student Responsibilities](#)

[Parent/Guardian Responsibilities](#)

[Suggestions](#)

[Cyber-Safety Tips](#)

[Teach Your Children The Following Rules](#)

[Children's Internet Protection Act \(CIPA\)](#)

[Contact your teacher or teacher librarian if you have questions about any of the following....](#)

Receiving and Returning a Chromebook

Receiving a Chromebook

- Each student will receive a Chromebook, AC charger, and case.
- Parents/guardians and students MUST review the [Responsible Use Procedures](#) (RUP) before a Chromebook is issued to the student.
- Chromebooks will be labeled in a manner specified by MCSD; this will include the serial number.
- The Chromebook and district issued email account are the property of MCSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the school district. Your child will pick up and return a Chromebook from the Library each day for use during the school day. Students are responsible for following the Internet Appropriate Use Policy and appropriate handling of the device during school.
- This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Marshalltown Community School District.
- Chromebooks may be collected at the end of each school year and students will retain their original Chromebook each year.

Returning a Chromebook

- Chromebooks and all MCSD accessories may be returned during the final week of school so they can be checked for serviceability. (This may differ for students taking summer school)
- MCSD reserves the right at any time to require return of the device. Students remain responsible for the device until it has been verified to be in working order. The parent/guardian/student are responsible for the entire cost of repairs or replacement of device damage. In case of theft, an official police report will be required.

Fees Related to a Chromebook

- The Chromebook, AC charger, and case will be turned into the school Teacher Librarian or designee, when requested, in satisfactory condition.
- While there is no cost for the use of the Chromebook, it is imperative that the device the student is issued be maintained and handled in a responsible way.
- The student/family will be responsible for any cost of repairing or replacing the device and/or power cord/charger for any damage or loss due to:
 - accidental incident
 - neglect, misuse, intentional damage
 - loss
 - theft (an official police report will be required)

Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the MCSD. Chromebooks that are broken or fail to work properly must be given to the Teacher Librarian for an evaluation of the equipment.

Chromebook Identification

Chromebooks will be labeled in the manner specified by the Marshalltown Community School District. Under no circumstances are users to modify, remove, or destroy identification labels.

General Guidelines

- The device is district property and all users will follow this procedure and the MCSD Responsible Use Procedures.
- Students should use the device assigned to them and not lend their device to others.
- Students are responsible for the general care of the device issued by the school.
- Students are responsible for keeping the device's battery charged for school each day.
- Damaged devices or devices failing to operate properly must be given to the Teacher Librarian in the Library for an evaluation and/or repair.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left unattended, in an unlocked locker, unlocked car, unsupervised area or in extreme temperatures.
- Only labels, stickers or Skins approved by MCSD may be applied to the device or power cord/charger. These may remain on the device if turning in for summer, but must be removed by the student when the device is turned in without the intent of using the device again.
- No food or drink is allowed next to your Chromebook while it is in use.
- Students should never carry their Chromebook while the screen is open.
- Always pick up a Chromebook by the bottom and not the screen.
- Chromebooks should be shut down when not in use to conserve battery life.

Screen Care

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

- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device when closed and placing objects in a book bag that would apply pressure to the screen.
- Chromebooks should be carried in a padded compartment of your backpack.
- The screen must be cleaned with a dry soft cloth or anti-static cloth.
- Do not poke the screen or slam the screen lid.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, headphones).
- The device must not be bumped against lockers, walls, car doors, floors, etc. as it will break the screen.

Care of Device at Home

- The power cord/charger remains at home.
- Charge the device fully each night.
- Use the device in a common room of the home.
- Store the device on a desk or table - never on the floor!
- Protect the device from: Extreme heat or cold. - Food and drinks. - Small children. - Pets.
- Do not leave the device in a vehicle.
- In case of theft, an official police report will be required

Care of the Device's Case

Use a soft cloth (microfiber) and warm water with liquid soap. If your case has a logo, do not scrub the logo area on the case as it will fade if scrubbed too hard. Let the case dry thoroughly before putting chromebook back in the case.

Using a Chromebook at School

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

Chromebooks Left at Home

- Students are responsible for bringing the Chromebook to school each day. If a device is left at home a loaner will not be issued.

Chromebooks Being Repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Library.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- The Teacher Librarian or designee will contact students when their devices are repaired and available to be picked up.
- Students demonstrating a pattern of misuse, neglect, intentional damage or loss will not be issued a loaner device.

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 district.

Updates

- The Chromebook operating system, ChromeOS, updates itself automatically when the Chromebook is restarted. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Chromebook Software

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. Users can create an archive of their Google accounts at any time as a backup. Google also provides a limited document retention policy for recovery of files lost in the cloud. Notification of lost files needs to be reported immediately to the Teacher Librarian to have any chance of retrieval.

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.

Email and Chatting for Students

All MCSD students are issued an email account. MCSD email allows students to safely and effectively communicate and collaborate with MCSD staff and classmates, giving them an authentic purpose for writing. These accounts will be used at school for school-related projects. The accounts could also be used outside of school for school-related email by students, with the permission of their parents/guardians.

Email Usage

- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities.
- Students are responsible for good behavior while using school email (at school and at home), just as they are in a classroom or a school hallway.
- Access to e-mail is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.
- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.
- Students should not give out personal information over email, including home telephone numbers or home addresses.
- Students will not use email to bully, harass, or threaten other students or individuals.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors to the school's teacher librarian.
- Students will not use email to send chain letters, viruses, hoaxes or forward social or non-school related email to other students or staff.
- School email should only be used to sign up for school related accounts and other collaborative Internet tools.
- Student email is provided by the district and is district property. MCSD reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system.

Marshalltown Community School District Chromebook Handbook

- Student email accounts will be removed from the system after graduation, leaving the school district, or disciplinary actions. If necessary, MCSD, at its discretion, may close the accounts at any time.

Chatting Usage

- Chatting should be used for educational purposes to collaborate with teachers and fellow students on a school based project.
- ***Similar to supervision at school, we recommend parent/guardian supervise the device use at home.***

Chromebook Camera

Devices equipped with a camera offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. ***Cameras may never be used in a locker room or restroom per state statute.***

- **Examples of Use**

- Webcams are to be used for educational purposes only, under the direction of a teacher.

Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.
- **At Home** - Use of webcams is allowed at home with permission from parents/guardians.

Listening to Music, Movies, and Games

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should provide their own headphones/earbuds. Inexpensive earbuds will be available for students to purchase.
- Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

Backgrounds and Screensavers

Any images set as a device background must be school appropriate and in line with School Board Policy. Inappropriate media may not be used as a device background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of device privileges.

Responsibilities and Agreements

Parent/Guardian Responsibilities

Marshalltown Community School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. There are several responsibilities assumed by the parent/guardian and the student. These are outlined below.

- All Parents/Guardians and Students are required to acknowledge the [Responsible Use Procedures](#).
- Students and parents who have a Chromebook go home with a student are required to acknowledge

this user agreement. While there is no cost for the use of the Chromebook, it is imperative that the device the student is issued be maintained and handled in a responsible way.

- The student/family may be responsible for any cost of repairing or replacing the device and/or power cord/charger for any damage or loss due to:
 - accidental incident
 - neglect, misuse, intentional damage
 - loss
 - theft (an official police report will be required)

Copyright and Plagiarism

Students are expected to follow all copyright laws and the Board Policy on Use of Information Resources (Code No. 602.11). The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission.

Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Copyright protects the particular way authors have expressed themselves. The safest course is to get permission from the copyright owner before using copyrighted material.

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. To "Plagiarize" means that you are stealing and passing off the ideas or words of another as one's own. You should never use another person's work without crediting the source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Technology Discipline

Most tech-related behavior violations are equivalent to "traditional" classroom violations.

- Leaving your device at home is equivalent to leaving your textbook or school supplies at home.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism or property damage.

In cases where unacceptable use or negligence is suspected, contact your teacher first. Incidents will be handled on a case by case basis and will be consistent with Board Policy on Student Discipline (Code No. 502.1)

School Board Policy

- Internet Policy (Code No. 603.12)
- Use of Information Resources (Code No. 602.11)
- Student Discipline (Code No. 502.1)

Chromebook Technical Support

For Google password assistance:

- For students contact your teacher librarian.
- For staff contact David Stanfield.
- Teachers are always welcome to contact both the teacher librarian and David Stanfield to help ensure a

quick response.

If a Chromebook is not operating properly:

- Make sure the Chromebook is properly charged.
- Disable any extensions that have been installed.
- Try restarting the Chromebook to see if that resolves the issue. This may require you to hold the power key for at least 10 seconds.
- Contact your teacher librarian for support. Provide the following information:
 - MCSD Number (9 digit number on sticker located on the bottom of the Chromebook)
 - Detailed information about the problem

If a Chromebook is physically damaged:

Contact your teacher librarian for support. Provide the following information:

- MCSD Number (9 digit number on sticker located on the bottom of the Chromebook)
- Detailed information about the problem

While Chromebooks will be repaired as quickly as possible, replacement Chromebooks will be loaned to students as necessary if a device needs to be repaired. Payment for damage may need to be arranged before a loaner is provided.

If a Chromebook or power cord is lost or stolen:

Report the lost or stolen equipment immediately to your classroom teacher or teacher librarian.

Digital Citizenship

Digital Citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology. The district expects students to use technology appropriately and responsibly whether in electronic communication or participation. The district also has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

District Responsibilities

- The school will provide Internet and email access to students.
- School staff will help students conduct research and ensure student compliance with the district's [Responsible use Procedures](#).
- Filtering/blocking of inappropriate Internet materials is done at the district level both on and off of school grounds.
- Marshalltown Community School District reserves the right to investigate the inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Marshalltown Community School District owned equipment and resources.

Student Responsibilities

Students will abide by the district's [Responsible use Procedures](#) and:

- contact a teacher or administrator about any security issue they encounter.

- monitor all activity on their personal account(s).
- report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- return the device and accessories to the school at the end of each school year or when requested..
- when students withdraw from school or transfer to another school, they must return their device to the issuing school on the date of departure.

Parent/Guardian Responsibilities

- Talk to your children about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.
- Parents are encouraged to monitor student activity at home, especially their Internet use.

Suggestions

- Investigate parental controls available through your Internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

Cyber-Safety Tips

Open communication with your child is vital. Your child needs to feel they can come to you if they encounter frightening communications or images.

- **Set age limits.** Keep young children away from any unaccompanied chatting.
- **Understand the technology.** Open an account yourself, and get your whole family connected. If your child views the program as a way of staying in touch with family, there might be less risk of misuse with friends.
- **Use privacy settings.** Be aware of what is being shared on social media. Many forms of social media allow you to control who can see what you post online.
- **No inappropriate activities.** You can use parental controls through your Internet provider to restrict what sites your children can visit.
- **Set time limits.** With any online activity, be sure to tell your children how long they will have to engage in these activities.

Teach Your Children The Following Rules

- Never accept files or downloads from unknown sources; this includes familiar sources if you were not expecting them. Accepting files or downloads from unknown sources can bring a virus that could harm the device.
- Think before you give out your real name, telephone or cell phone number(s), mailing address, or passwords. Giving away personal information can lead to identity theft or worse.
- Do not post photographs in publicly accessible sites. The settings for ANY social networking profiles should be PRIVATE and new friends are accepted only if they are known to the child AND parent.
- Posting pictures online or sending images can have dangerous consequences.

- Report Cyber bullying to an adult. (Cyber bullying refers to the practice of using technology to harass, or bully, someone else).

Children's Internet Protection Act (CIPA)

The [Children's Internet Protection Act \(CIPA\)](#) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program.

Marshalltown Community School District follows the Protecting Children in the 21st Century Act by:

- Blocking or filtering Internet access to visual depictions that are obscene, pornographic, or harmful to minors while at school using the school's network
- Providing instruction in Internet Safety
- Monitoring online activities of minors

Contact your teacher or teacher librarian if you have questions about any of the following....

- Troubleshooting
 - Always try restarting the device as the first step of troubleshooting.
 - **At School** - If restarting the device does not solve the problem, contact your teacher librarian.
 - **At Home** - If restarting the device does not solve the problem and it is an Internet connectivity problem, contact your Internet service provider. For other problems, contact your teacher when you return to school.
- How the device is used in instruction
- Question about the device
- Cyberbullying
- Inappropriate content
- Proper use of the device

Thank you for partnering with Marshalltown Community School District by agreeing to abide by the [Responsible Use Procedures](#) (RUP) and becoming familiar with the *Marshalltown Chromebook Handbook*.