



Chromebook Student Guidelines

2400 MASON EAGLES DR.
ERIE, MI 48133
ERIE.MASON.K12.MI.US

1:1 Program

Mason Consolidated Schools has adopted a 1:1 Chromebook program for both Mason Middle School and Mason Senior High School. Each Chromebook device is coded uniquely and will be issued to the same student for use each year at their respective building. All devices must be turned in for summer break at the designated day/time as determined by the building principal. Please review the following guidelines as supplement to Mason's Technology Use Policies as indicated in the student handbook.

Student Information

The use of the Chromebook is a privilege. Students will be expected to bring their Chromebook to school fully charged each day and have them in class just as they would for any other required material. Students are responsible for good behavior/character online just like they are in each school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Students should notify their teacher of anything inappropriate. Bullying will not be tolerated. Any attempt to remove or circumvent district-installed software will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

General Use

1. Use caution when eating or drinking near Chromebooks. School-issued Chromebooks are not permitted for use during food/drink consumption within the lunchroom.
2. Cords, cables, and removable storage must be inserted carefully into the Chromebook to prevent damage.
3. Students should never carry their Chromebook while the screen is open.
4. Do not stack any books or heavy materials on top of the Chromebook in lockers or backpacks.
5. Do not close the Chromebook with anything inside it (e.g. pencils). This can cause screen damage.
6. Students need to take their Chromebooks home with them every night to charge them or turn them into their building's designated charging location if parents have chosen that option. Note: students are still responsible to complete any homework if the option for at-school nightly storage is chosen.
7. Chromebooks should not be left unattended, particularly in any common areas, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds. Damage caused in these areas while unattended will result in charges for repairs or replacement.
8. Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.

Charging the Battery

1. Average battery life should be approximately 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the building's main office for repair.
2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.
3. Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening.



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Screen Care

1. Clean the screen with a soft cloth. If desired, lightly spray the cloth with a mild cleaner or water before cleaning
2. Do not lean on the top of the Chromebook when it is closed.
3. Do not place anything near the Chromebook that could put pressure on the screen.

School Use

1. Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, announcements and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebooks to all classes, unless specifically instructed not to do so by their teacher.
2. If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had the Chromebooks present.
3. If a student consistently does not bring their Chromebook to class, parents will be contacted.

Media, Sound, and Games

1. All photos (including desktop background) and videos must meet handbook guidelines.
2. Media that violates acceptable policy (guns, weapons, adult materials, inappropriate language, alcohol, drug, gang related pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges.
3. Music and games must serve an educational purpose and meet the acceptable use guidelines.
4. Use of media, sound, and games must be in accordance with classroom procedures.

Loss or Theft

1. Students (or parents) must contact their respective main office if there is loss or theft of the Chromebook that has been issued to that student.
2. If a device has been reported as missing, the student will have 5 school days to find the device before an invoice will be issued to the student for a replacement device. If the device is found after that date, a further determination will be made.
3. If the device was stolen, a police report is required by insurance for replacement of the Chromebook. Students who lose their Chromebook and do not have a police report will be required to pay the full replacement cost.

Inspection

1. Chromebooks are property of Mason Consolidated Schools and are subject to inspection at any time.
2. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the Chromebook.

Mason reserves the right to update the guidelines in accordance with legal, regulatory, and policy/handbook changes. Additional information may be found on the Remote Learning section of the district's website:

<https://eriemason.k12.mi.us/remote-learning>



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Student Agreement

As a technology device, Chromebooks fall under Mason's Technology Use Policies. When checking out their issued device, students agree that they:

- understand that the Chromebook is subject to inspection at any time without notice and remains the property of Mason Consolidated Schools.
- will take care of their Chromebook.
- will never leave the Chromebook unattended and know where the Chromebook is at all times.
- will charge the Chromebook's battery daily.
- will be responsible for any damage caused by food or drink to their Chromebook.
- will not disassemble any part of their Chromebook or attempt any repairs.
- understand that their Chromebook is for educational use.
- will NOT place any stickers or hard-to-remove items on the device itself.
- will have parents file a police report in case of theft or vandalism.
- will be responsible for all damage or loss caused by neglect or abuse.
- agree to return the Chromebook and power cords (with matching numbers) in good working condition at required check-ins (i.e. withdrawal from school or summer).
- will notify an administrator if a threatening or inappropriate message is received.
- understand that the use of the Chromebook is subject to all applicable district policies and regulations, the Student Handbook, and any individual building procedures.

Student Activities Strictly Prohibited

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

- Removal or tampering with the school property inventory tag on the device will be considered destruction of school property.
- Videotaping or photographing **any individual** without their consent.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Mason Board of Education policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games during instructional time.
- Bypassing the web filters through a web proxy.
- Spamming/sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Google or Microsoft O365 accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous accounts or impersonating others online.
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.



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- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Adding inappropriate wallpaper images that include things such as weapons, violence, sexuality, alcohol, and drugs.
- Using any wireless communications device in any bathroom or locker room.
- Using the Chromebook in the lunchroom during lunch.

Parent/Guardian Responsibilities

- Check to see that your student's device comes to school charged each day.
- Make sure that the Chromebook is used by the student only, and not other family members.
- Make sure that the Chromebook and charger are returned to school at the appropriate times.
- Talk to your children about values and the standards that your children should follow in the use of the internet just as you do in the use of all media information sources such as television, phones, movies, and radio.
- Should you want to opt out of taking a Chromebook home, you may indicate that the Chromebook assigned to your child will stay at school each day (the device will still be used in school but will not go home). You will need to contact the building's main office to discuss this option.
- Please understand that the district may charge replacement and/or repair fees based on an assessment of damage/theft of device.

I have read the Student Chromebook Guidelines. I understand if a student breaks any of the rules of this agreement or the District's Technology Use Policy as indicated in the student handbook, the student(s) are subject to disciplinary consequences.

Student Name: _____ Current Grade Level: _____

Print

Student Name: _____ Date: _____

Sign

Parent/Guardian Name: _____ Date: _____

Sign