



**Merrillville Community School Corporation**  
*Student Chromebook Use Policy*



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## Merrillville Community School Corporation

### Student Chromebook Use Policy

[www.mvsc.k12.in.us/tech](http://www.mvsc.k12.in.us/tech)

Chromebooks will be used in the Merrillville Community School Corporation in grades 3-12 and may be used at school and/or at home. This document will provide parents/guardians with information about policies, procedures, digital citizenship, and care of the device. Also included is information about annual insurance that can be purchased for the Chromebooks.

Chromebooks are becoming a necessary part of the education for all of our students in grades 3-12 and are as essential as a classroom textbook. The Merrillville School corporation will work to make the environment as safe as possible while using the Chromebook at school or at home.

All student access to the Internet will be filtered with our filtering product which will be used both at school and for any Chromebook that is taken home. Teachers will also have access to add to the filtering levels in their classrooms and to monitor the use of the Chromebooks during the day.

It will be the student's responsibility to report any problems that may occur with the device to their teacher. Students will receive instructions on how to use and care for the device. They will also be taught about positive digital citizenship.

Students misusing their Chromebook or anyone else's Chromebook in any way may face disciplinary consequences in accordance with the student handbook.

### **Policies**

1. The Chromebook is the property of the Merrillville Community School Corporation(MCSC). It may be confiscated and inspected at any time. The student should have NO expectation of privacy of any materials found on any device owned by MCSC.
2. MCSC Chromebooks are provided as an educational tool for school work.
3. The Chromebook comes equipped with both a camera and video capabilities. Students must request permission before recording an individual or group. The recording must be used appropriately in an educational manner. MCSC reserves all rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school-related activity.
4. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the MCSC. District affixed labels and tags shall not be removed from the Chromebook.
5. The adding or deleting of software is not permitted by students. The software will be installed/deleted through the Technology Department.
6. A student will not access another student's account, device or electronic work.
7. The Chromebook will not be used to access, share, download any documents, images, material that are illegal to possess. Chromebooks will not be used to gain access to restricted network resources or to cause harm or interruption to any and all network services.



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#### Procedures

1. Chromebooks will be assigned to the student at the beginning of the school year. The student is responsible for that device throughout the year.
2. Students and parents will be held financially responsible for any damage to a device. The Merrillville School Corporation will provide an option for parents to purchase a yearly insurance plan for student devices.
3. Student devices staying at school will be picked up in the classroom and returned to the cart before the student leaves for the day. Students must make sure to report any damage to their device immediately to their teacher.
4. Student devices that are take home will be kept with the student throughout the day and will be taken home when the student leaves.
  - a. Device must be brought to school every day
  - b. Device must be charged and ready to go when it gets to school
  - c. Devices must be kept in the case provided
5. It is the student's responsibility to keep the device secure and follow all policies. Students must report any damage to their device immediately.

#### Digital Citizenship

Students will receive Digital Citizenship training throughout the school year. It is very important for our students and parents/guardians to understand the importance of being safe on the internet. The goal is that our students will engage in learning in and outside the classroom using technology with the understanding of their digital footprint.

1. Inappropriate web sites and images including but not limited to: guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images are not permitted and subject to classroom/school consequences.
2. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
3. Social Media sites such as Facebook, Twitter, Instagram, etc. are not allowed unless being used with direct supervision of a classroom teacher for a specific project.



### Care of the Chromebook

1. No food or drink is allowed next to your Chromebooks while it is in use.
2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
3. Students should never carry their Chromebook while the screen is open.
4. Chromebooks should be shut down when not in use to conserve battery life.
5. Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
6. Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
7. Always bring your laptop to room temperature prior to turning it on.
8. 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.
9. Take home devices will be provided a protective cover, this cover must be on the Chromebook at all times.

### Screen Care

1. The Chromebook screen can be damaged if subjected to rough treatment. The screens are sensitive to damage from excessive pressure on the screen.
  - a. Do not lean on top of the Chromebook.
  - b. Do not place anything near the Chromebook that could put pressure on the screen.
  - c. Do not poke the screen.
  - d. Do not place anything on the keyboard before closing the lid.
2. Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.



## Insurance

For take-home Chromebooks, parents/guardians will have the option to purchase an Insurance plan for the school year. This plan will allow for the student's Chromebook to be repaired at no additional cost for two incidents. After the two incidents, repair for damage will be billed at the pricing listed below.

1. The policy will not cover loss or theft of the Chromebook or AC Adapter.
2. This fee covers two incidents only and does not cover damage caused through gross negligence<sup>1</sup>.
3. Chromebook insurance is not refundable for any reason, including mid-term graduation or withdrawal from school.
4. Chromebook insurance is not transferable.

For student Chromebooks not covered under the insurance, the pricing list below will be used to bill for repairs caused by misuse of the device.

### Part Repair/Replacement Pricing

Display	\$35.00
Keyboard	\$80.00
AC Adapter	\$35.00
touchpad	\$24.00
LCD Bezel	\$29.00
LCD Back Cover	\$49.00
New Chromebook	\$176.00

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<sup>1</sup> Gross Negligence will be determined by a group of teachers and building administrators. Chromebooks that are deemed to fall under the gross negligence category will not be repaired under the insurance program.



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Student/Parent Chromebook Acceptance Agreement

After reading the Merrillville Community School Corporation Chromebook Use Policy, please complete this form to indicate that you agree with the terms and conditions as stated.

The signatures of both the student and parent/guardian are mandatory before access may be granted to the Chromebook.

**STUDENT**

PRINTED NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

I have read and hereby agree to comply with the Merrillville Community School Corporation Chromebook Use Policy.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT/LEGAL GUARDIAN**

PRINTED NAME: \_\_\_\_\_

Email Address: \_\_\_\_\_

As the parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services such as network file storage and the Internet. I have read and agree to the Merrillville Community School Corporation Chromebook Use Policy.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Device Description: HP Chromebook 11" with power adapter

Device Asset Tag #: \_\_\_\_\_