

# Moberly School District Parent/Student Chromebook Handbook

Grade 9-12  
2022-2023



The policies, procedures, and information within this document apply to all Chromebooks used in the Moberly School District by students, staff, or guests, and includes any other device considered by the administration to fall under this policy.

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## 1:1 Technology Initiative

The Moberly High School 1:1 initiative supports the district technology vision statement. It is our mission to provide transformational teaching and learning opportunities for all students to prepare them for career and college readiness in a rapidly changing world. Student access to a device to use at home and school provides a learning tool and equitable environment to equip and empower students with foundational skills and opportunities for their future.

### Program Overview

The School District of Moberly purchases and owns student Chromebooks and distributes them to students to use for educational purposes during the academic year. As long as students follow the expectations set forth in this handbook, follow the District's Technology Usage Policies and Procedures, and purchase the district insurance, students will be allowed to take their assigned chromebooks home to complete their studies. Whenever students leave our school district as well as at the end of the school year, their chromebooks are collected, inspected, updated, and maintained by the Moberly School District technology staff.

Students are accountable for ensuring the care of the equipment entrusted to them. Students will receive a chromebook and charger. Proper care and expectations for all items is covered in this handbook.

The MHS Administration and Moberly Public Schools reserves the right to alter, edit, and update this policy throughout the year. The handbook will be available on the district website.

### Chromebook Distribution and Identification

All students in grades 9-12 with proper paperwork on file will be issued Google Chromebooks at the start of each school year for educational use in school and at home. Moberly School District retains sole right of possession of the Chromebook. Moberly School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Moberly School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

The district will maintain a log of all Chromebooks that includes the Chromebook serial number, along with the name of the student assigned to the device. Students will be issued the same Chromebook at the beginning of each school year. **Chromebooks will be collected at the end of the school year and then re-distributed at the beginning of each school year. *Take Good Care of It!***

### Vendor Warranty

Chromebooks are purchased with a limited warranty. This limited warranty covers manufacturer defects. It does not cover damage caused by misuse, theft, fires, abuse, accidents, or malware. Please report all Chromebook problems to the library. If a Chromebook becomes defective (at no fault of the student) after the vendor warranty expires, Moberly School District will replace the Chromebook at no charge with a similar model.

## Chromebook Maintenance Fee Program

Moberly School District requires a maintenance fee be paid each year before students can pick up their Chromebooks.

**The District fee is \$20 per school year. This covers incidental damages that may occur.**

**Families with more than one student will pay a maximum of \$40.**

The coverage takes effect once payment is received and the Chromebook is issued to your student. **Buying into the program provides coverage only during the current school year and will need to be renewed at the start of each school year.** The program fee is non-refundable and does not transfer to the next school year.

*NOTE: Fees paid for students who participate in the initial pilot program during the Winter 2018 semester will be extended to cover the 18-19 school year.*

When a repair or replacement needs to be made due to incidental damage, students are responsible for a deductible based on the chart below.

Yearly Premium Due at Registration	First Incident	Second Incident	Third Incident
\$20 per device	Free	\$40	Full cost of repairs and student loses the privilege to take the Chromebook home for the remainder of the year.

If the maintenance fee creates a financial hardship on the student or parent, please contact the administration about payment options. Upon proof of financial hardship, the administration may elect to create a payment plan for the student to pay out the insurance fee over time or determine another viable option.

## Chromebook Intentional Damage

Students may be held responsible for the full cost of any damage that is deemed broken due to reckless/intentional behavior.

## Chromebook Theft /Loss of Chromebook

A Chromebook or any of its accessories that are lost (whereabouts unknown) is the responsibility of the student and parents involved in the loss of property. It is the responsibility of the student and parents to work with the school district and/or law enforcement to help recover lost or stolen items. All cases of theft should be reported to the police, and a police report should be submitted to MHS. Students will be held responsible.

**Lost or stolen devices are not covered under the District Insurance Plan.** Replacement devices and accessories must be purchased through the school and not through an outside retailer. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Families should check with their renters'/homeowners' insurers to see if their insurance policy would cover loss or damage to school owned computers while in the student's possession.

## Repairing Your Chromebook

All Chromebooks in need of repair must be brought to the library during school hours.

**Chromebooks are NEVER to be sent directly to the manufacturer or to an outside repair service.**

Each step of the repair process will be logged and recorded by the librarian. Any repair charges will need to be paid in full before the device is returned to the student.

A limited number of Chromebooks will be available in the library for students who have devices out for repair. These are given to students on a first come, first serve basis, and there is no guarantee that a loaner will be available. Day loaners will be issued to the student at the **start of the school day** through the library and must be returned to the library at the end of each school day. Day loaners **will not** be allowed to leave the school building for any reason. Day loaners will be individually checked out to students, and students are responsible for any damage that happens to it during that time.

## Technical Support

Moberly High School will have a student help desk as the first point of contact for repair of the Chromebooks for the following:

- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

## Unpaid charges

All charges surrounding Chromebooks will be handled in the same fashion as any textbook or equipment fee. Unpaid charges may be turned over to the collection agency. Students and parents will be notified of outstanding fines. **No student who has outstanding Chromebook charges will be allowed to pick up their Chromebook at the beginning of the next school year.**

## Digital Citizenship

School issued Chromebooks are to be used for educational purposes, and students are to adhere to the [Technology Acceptable Use Policy](#) and all of its corresponding administrative procedures at all times. Students will be working in a digital and collaborative environment and will be expected to conduct themselves as model digital citizens by adhering to the following:

1. **Respect Yourself**
2. **Protect Yourself**
3. **Respect Others**
4. **Protect Others**
5. **Respect Intellectual Property**
6. **Protect Intellectual Property**

Students and parents should review the discipline measures outlined in the MHS Student Handbook with regard to use of technology.

### [Acceptable Use Policy](#)

The above link will take you to the Moberly School District's [Acceptable Use Policy](#).

## District Internet Filtering

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected, logged, and monitored by the district. This filtering is very good; however, it is not perfect. We ask that parents and guardians monitor their child's Internet activity as an additional precaution. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked. **Any evidence of trying to get around the filter to inappropriate material will result in disciplinary action.**

## Account Security

Students are required to use their Moberly School District Google Apps for Education user ID and password when using their Chromebooks. Personal accounts should not be used. Students must protect their accounts and are required to keep their login credentials confidential.

- The Moberly School District has the authority and ability to monitor any and all school district devices.
- Students should not allow anyone else to use their Chromebook while the student is logged in.

## Taking Care of Your Device

### General Precautions

- Food or drink is not recommended near your Chromebook.
- Your Chromebook and its accessories should be protected from water, extreme heat/cold, and direct sunlight.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Always bring your Chromebook to room temperature prior to turning it on.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or jump drives).

### Screen Care

- Use caution when transporting your Chromebook
- Never lift or carry Chromebooks by the screen.
- Do not store a Chromebook with the screen open.
- Never stack heavy objects such as textbooks on top of your chromebook. The added pressure can damage the screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not use any cleaning solvents or other liquids.

### Storing Your Chromebook

- When students are not using their Chromebook, **during the school day or during extracurricular events**, they should store them in their **LOCKED** locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks need to be charged every day. It is recommended that this be done at home overnight.
- Chromebooks should not be stored in a vehicle for security and temperature control measures.
- Some areas will be designated as a “No Technology Use Zone” (i.e. restrooms, locker rooms).
- **Under no circumstances should Chromebooks be left in an unsupervised area.**
- Teachers are not responsible for students leaving an unsupervised Chromebook in their classroom. **Unsupervised Chromebooks will be confiscated by staff and brought to the school librarian.**
- If an unsupervised Chromebook is found, notify a staff member immediately or bring the device to the school librarian.

### Storing Your Chromebook during extracurricular activities / after school practice

- **Students are responsible for securely storing their Chromebook during extracurricular events, including after school practices.** A locked locker is suggested for storage.

## Chromebook Personalization

- Students are not allowed to apply stickers or other sticker like embellishments to their chromebook.
- Students are not allowed to draw, write, paint, or otherwise permanently alter their chromebook.
- Students are not allowed to remove asset tags or other identification stickers from their chromebook.
- Students may purchase a cover or shell for their Chromebook that will enable them to more easily identify their device.

## Adding Files and Data

Students may add appropriate music, photos, videos as well as other documents and media to their Google Drive. Personalized media must follow the Moberly School District Acceptable Use Policy and are subject to inspection. Inappropriate media includes, but is not limited to depictions of or references to:

- Vulgarity or profanity
- Drug usage and paraphernalia
- Sexual acts
- Violent acts
- Bigotry
- Weapons

## Operating Systems on Your Chromebook

Students may not use or install any custom operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district. Wiping/altering the operating system will result in disciplinary action. Students should not power-wash or factory reset their device.

## Updating Your Chromebook

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update Chromebooks. Google applications, extensions, and add-ons will be loaded to student Chromebooks through the school district based on educational need, district discretion, and admin/teacher request.

## Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Chromebooks should be stored in a locked location when the Chromebook is not being managed by the owner (i.e while in gym, art or lunch).



Students will always log into their Chromebooks using their school-issued Google Apps for Education account. Students should never share their account passwords with others. The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an internet connection and most mobile Internet devices. However, files may be stored on the Chromebook hard drive for offline work when internet services is not available. It is the student's responsibility to safely store their digital media. The school will not be responsible for the loss of any student work. Additionally, students are encouraged to maintain backups of their important work on a portable storage devices as well as on the Google Apps for Education Cloud storage.

## Using Your Chromebook at Home

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use: however, some applications can be used while not connected to the Internet. **Some documents saved in Google Drive (Google Docs Sheets, Slides, and email/calendar) will be accessible to the student without the need for an Internet connection. This enables students to work on documents offline at home. The offline feature will need to be enabled before the student leaves a Wi-Fi Internet connection.** Students are bound by the MSD Technology Acceptable Use Policy, MSD Chromebook User Agreement, and all other guidelines in this document wherever they use their Chromebook.

**Students are responsible for the Chromebook assigned to them.** Therefore students should not loan their chromebook to other students or other family members. In case of damage, the student is responsible for the Chromebook regardless of whether they were the individual in possession of the Chromebook at the time the damage occurred. Parents, siblings, family, and friends are not allowed to use the student's device.

## Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Students will not be able to print directly from their Chromebook.

## Managing & Saving Your Digital Work with a Chromebook

The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Any modifications made while offline in Google Drive will be stored, and once the device is connected back to the Internet, the file will be updated. Some files may be stored on the Chromebook hard drive. Ultimately it is the student's responsibility to make sure all work is stored and backed up. The district will not be responsible for the loss of any student work.

**PLEASE NOTE: Google Suite Accounts will be deactivated when a student graduates and/or leaves the district. All important information will need to be copied to a new cloud account and/or portable storage device. This is the sole responsibility of the student. Google Takeout is a good tool to use for this purpose.**

## Returning Your Chromebook

At the end of the school year, students will turn in their Chromebooks and charger/power adapter to the Library Media Center on their assigned day during the last week of school. Failure to turn in the Chromebook will result in the students being charged the full replacement cost (Chromebook and charger/power adapter). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at Moberly School District events. The District may also file a report of stolen property with the local law enforcement agency.

Students that transfer out of or withdraw from Moberly must turn in their Chromebooks and chargers/power adapters to the Library Media Center on their last day of attendance. Failure to turn in the Chromebook will result in the students being charged the full replacement cost (Chromebook and charger/power adapter). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at Moberly School District events. The District may also file a report of stolen property with the local law enforcement agency.

## Chromebook FAQs

### **Q. What is a Chromebook?**

A. “Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display, clickable trackpad, all-day battery life, and built-in ability to connect to Wi-Fi, the lightweight Chromebook is ideal for anytime, anywhere access to the web.

### **Q. What kind of software does a Chromebook run?**

A. “Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.” (“Google”)

### **Q. How are these web-based applications managed?**

A. The Moberly Technology Department will maintain and manage all devices through our Google Apps for Education account. The Technology Department can pre-install as well as block specific web-applications from a centralized management console.

### **Q: When will my student receive their device?**

A: Before distribution students and parents will be asked to sign an agreement and obtain District Issued Insurance, acknowledging that maintaining possession of the device and keeping it in good working order is the responsibility of the student. Devices will be distributed early in the school year. At that time, students will receive a Chromebook and a charger.

### **Q: What is the device cost?**

A: There is a required \$20 yearly District Insurance fee. If the device is damaged there will be an additional deductible that is required. If the chromebook is lost/stolen or experiences frequent damage, the student is responsible for the full repair and/or replacement cost.

### **Q: Does the district have the ability to track technology that may be lost or stolen?**

A: Steps have been taken to allow us to track devices in these scenarios. We are also coordinating with law enforcement to prevent avenues for resale.

**Q. Can I opt-out of the 1:1 Chromebook program?**

A: You may choose for your student to only use the Chromebook while at school, but class assignments will be given where students will need access to an online tool to complete their work. If you have specific concerns about your student participating in the Chromebook 1:1 program and using technology outside the classroom, please contact the school administration.

**Q: Are students allowed to bring their own devices to school?**

A: No. The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). Personal devices will not have access to that filter.

**Q: Are students required to have them at school each day?**

A: Yes. We do expect these devices at school each day as they will be routinely used for the types of instructional experiences that are now being built at MHS. Students will need to charge their device overnight so that it is fully charged at the beginning of the day.

**Q: How long does the battery last?**

A: The normal life of the battery of the Chromebook is 8-10 hours. If a student brings a fully charged computer to school, it should last the entire day. Students should also try to preserve battery power during the school day by lowering the lid whenever the device is not in use.

**Q: Will students have access to the devices beyond the school day?**

A: Yes. Another benefit of the program is that learning can continue beyond the school day with the Chromebook. Students will be able to bring the device home throughout the school year. The devices will be collected before the summer.

**Q: Can my student use their device at home if we don't have access to the internet?**

A: The Chromebook is heavily dependent on an internet connection, but there are word processing, spreadsheet, and presentation options that will work in offline situations as well.

**Q. Is there antivirus built into it?**

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

**Q: Will students be able to access inappropriate sites when using their Chromebook off campus?**

A: The Chromebook Management Console will provide the same filtering on devices no matter the device location. Chromebooks will be filtered at home, but web filters are not foolproof and are not a replacement for supervision.

**Q: Who should we see, call, or email if there is a problem?**

A: There will be a repair and solution center in the high school library to serve students throughout the school day. Services include: distributing loaner computer when a computer isn't functioning properly, checking minor issues, and beginning the service needed on the Chromebook if there is a bigger issue.

**Q: How can a student access a device if their Chromebook is being repaired?**

A: The district has purchased a limited number of loaner devices that we will have for distribution through the High School Library. Day loaners will be distributed on a first-come first-serve basis.

**Q: Will Chromebooks take the place of all textbooks?**

A: Teachers will still be using a variety of resources to support their instruction. The technology enhanced classroom will support innovative practices and probably new resources for students to showcase their learning. Textbooks will still play a role. The Moberly School District views the Chromebooks as a vital tool to student learning but not the only tool.

**Q. What devices can I connect to a Chromebook?**

A. Chromebooks can connect to:

- USB storage, mice, and keyboards
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones
- Chromecast

**Q: Can I or another family member use my student's Chromebook?**

A. No. Chromebooks should only be used by the student assigned to it. Parents/Guardians, family, friends or other individuals are not allowed to use it.

**Q: My student has a personal google account, can they use that account on their chromebook?**

A. No. Students should only use their district assigned Google Suite account on their Chromebook.

**MOBERLY SCHOOL DISTRICT  
CHROMEBOOK INSURANCE AGREEMENT**

In this agreement, "Chromebook" means a District-Issued Chromebook and all its components, software, battery, charger, and case/ID tag.

<p><b>TERMS:</b></p> <ul style="list-style-type: none"> <li>• You agree to pay <b>\$20 yearly device insurance per student</b>. The family maximum is \$40 per year.</li> <li>• You will comply at all times with the Moberly School District's Chromebook Insurance Agreement.</li> <li>• Chromebooks are assigned to a single individual and are not to be shared.</li> <li>• Chromebooks will be returned at the end of every school year, and a new agreement will be due the following year.</li> </ul>
<p><b>LOSS OR DAMAGE:</b></p> <ul style="list-style-type: none"> <li>• If the property is accidentally damaged or incurs loss due to an act of nature, Moberly School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy.</li> <li>• If the property is stolen or lost, it must be reported the next school day after the occurrence. A police report should be filed by the student or student's parents/guardian if it is believed to be stolen. Fraudulent reporting of theft will be turned over to the police for prosecution. The student is responsible for the replacement cost of the Chromebook if it is lost or stolen.</li> <li>• Negligence is not covered by the insurance policy. This includes, but is not limited to, pet damage, damaged while in a backpack, leaving out/unattended, etc.</li> <li>• Excessive wear beyond the regular wear-and-tear expected or damage due to negligence can be assessed a minimum of \$50 up to the full replacement cost of \$250.</li> <li>• Lost chargers cost \$20 and are not covered by the insurance program.</li> </ul>
<p><b>TERM OF AGREEMENT:</b></p> <ul style="list-style-type: none"> <li>• The Insurance Agreement begins upon completion of all appropriate forms and payment and ends no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from Moberly School District.</li> </ul>
<p><b>APPROPRIATION AND PAYMENT OF FEES &amp; FINES:</b></p> <ul style="list-style-type: none"> <li>• Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property, and you will be turned into collections for the full replacement cost of the device and charger.</li> <li>• All fees and fines must be paid on a yearly basis on or prior to receiving the Chromebook.</li> </ul>

Yearly Premium Due at Registration	First Incident	Second Incident	Third Incident
\$20 per device	Free	\$40	Full cost of repairs and student loses the privilege to take the Chromebook home for the remainder of the year.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Office Use Only:**

Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**OVER →**



## Moberly School District Chromebook Policy Handbook Sign-Off and Student Pledge



**Please return to the high school library by Monday, August 20, 2018.**

### **I agree to respect myself & respect others:**

- I will select online names that are appropriate.
- I will demonstrate respect for myself and others when posting information and images online, including personal information about my life, experiences, experimentation, or relationships.
- I will not use electronic devices to flame, bully, harass, or stalk other people.
- I will not visit sites that are degrading, pornographic, racist, or otherwise inappropriate.
- I will not abuse my rights of access by entering other people's private spaces or areas.
- I agree to disagree online in a respectful manner.

### **I agree to educate myself & connect with others:**

- I will request permission to use resources and will suitably cite any and all use of websites, books, media, etc. and will validate all information.
- I will use and abide by Copyright Fair Use rules.
- I will request to use the software and media others produce.
- I will use free and open-source alternatives rather than pirating software.
- I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

### **I agree to protect myself & protect others:**

- I will ensure that the information, images, and materials I post online will not put me at risk.
- I will not publish my personal details, contact details or a schedule of my activities.
- I will report any attacks or inappropriate behavior directed at me.
- I will protect passwords, accounts, and resources.
- I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, pornographic, racist, or otherwise inappropriate.
- I understand that no online communication is ever private.
- I understand that my Chromebook and online files managed under the moberlyspartans.org domain are subject to search, scrutiny, or confiscation at the discretion of Moberly High School.
- I agree to the terms and conditions outlined in the MHS Chromebook Handbook.

By signing this agreement, I understand that I am responsible for following all policies included in this handbook, and I agree to use the Chromebook in a moral and ethical manner, following all principles of digital citizenship. I understand that legal title to the Chromebook remains with Moberly School District, and I agree to return the device and charging cord at the end of the school year. I also accept that failure to follow these terms or pay any fines or fees may result in sanctions according to school discipline policies, including (but not limited to) the restriction or termination of my Chromebook access.

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**Student's Name (print legibly)**

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**Student's Grade**

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**Date**

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**Student's Signature**

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**Parent's Name (print legibly)**

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**Parent's Signature**

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**Date**