

Student and Parent Chromebook Expectations

A. Handling and Care

- A Chromebook is a valuable educational tool and therefore, students will take it to all classes.
- Chromebooks will not be left unattended at any time.
- Chromebooks will be fully charged when students bring them to class each day.
- Chromebooks are not to be taken out of the school building.
- Chromebooks must be secured and transported safely between classrooms and throughout the school. If students are observed using their Chromebook inappropriately there will be disciplinary consequences and loss of use.
- The Chromebook is the sole responsibility of the student it was issued to. It is not to be used by other students at any time.
- Students are responsible for the care and upkeep of their computer and must treat it with respect.
- No stickers should ever be adhered directly to the Chromebook.
- The configuration of the computer will not be changed. This includes but is not limited to any changes to the hardware, operating system or applications.
- MCC staff and parents have the right to view the contents of the Chromebook at any time. This protects students, the Chromebook, and the security of the school.
- While at school, the use of the Internet, computer equipment, and computer software must be in support of the MCC Curriculum and will be used within MCC's Schools' Acceptable Use Policy.
- It is the student's responsibility for promptly reporting damages to equipment, system, and software to the school office.
- Any misuse of the equipment will fall under the guidelines of the student handbook. Consequences may range from a warning, detention, suspension and/or loss of home use.
- Food and drinks don't mix well with laptops. Don't ever eat or drink near the Chromebook.
- Chromebook's will be handled and used in a manner that is prudent and prevents it from falling or incurring other damage.
- Books/notebooks/folders should never be set on top of the Chromebook or placed in the bag.
- It is important to carry the computer correctly so avoid carrying the Chromebook with the lid open and do not pick up the computer by the screen.
- Care should be taken to make sure that pencils, pens or papers are not left on the keyboard when closing the lid.
- **If damage results from not following the above expectations, the family is responsible to pay for the repair or replacement of the Chromebook.**
- **If a part for the device needs to be replaced, it MUST be replaced by MCC. It is not allowable for families to purchase their own replacement parts for MCC devices.**

Financial responsibility

- Lost or damaged items will be replaced at the student/parent's expense.
- As determined by the administration of MCC, restitution will be sought for repair or replacement costs due to malicious or neglectful use of the supplied equipment.
- A cleaning fee of \$25 will be issued for any bag and/or Chromebook that is excessively dirty.
- If a part for the device needs to be replaced, it MUST be replaced by MCC. It is not allowable for families to purchase their own replacement parts for our devices.
- The cost of the replacement part will then be billed to the student/parent.

B. Turning in Chromebook and associated parts

- All MS/HS Students must turn in their Chromebook and all associated parts (case, charger, cords...) at the end of the school year.
- If a student leaves the school district before the end of the school year, it is their responsibility to return the device and all associated parts to the school office. This includes the Chromebook, charger, and bag/case.
- Turn in deadlines can be modified for school-related reasons or at the discretion of MCC administration in writing. All deadline modifications must be approved before the established deadline has occurred.
- If the turn in deadline has been modified and approved by the administration, the turn in deadline will be clearly communicated.
- The following timetable describes the steps that MCC will take if a student does not turn in their Chromebook.

Time Beyond Due Date	Action	MCC Staff Responsible
~1 Week before end of school year	Email to students about Device Turn-In Process including timeline and consequences	Student Advisor
1 Day and beyond	\$5/weekday late fee starts accruing	Student Advisor
@ 1 Week late	Email to parents/guardians and student and call to parents regarding missed deadline	Student Advisor with notice to school office
@ 2 Weeks	Certified mail notification and phone call to parents/guardians regarding missed deadline	School Office
@ 3 weeks	Police contacted by school to go and recover the missing device	MCC Principal

C. If Chromebook is lost, stolen, or damaged

- If a Chromebook is lost, stolen or damaged, please notify building administration as early as possible during the next school day.
- If the Chromebook is lost or stolen, a police report will be required to start the recovery process.
- If the Chromebook stops working or is damaged in any way – Students need to take the Chromebook to the school office and fill out a damage form.
- The tech staff will inspect the laptop and if deemed appropriate, the student will be issued a loaner machine and will be required to turn in the damaged machine to be repaired. If damaged, repairs must be paid within 5 days.
- Our goal is to minimize any downtime for students and prevent any impairments to the learning process.
- If a part for the device needs to be replaced, it MUST be replaced by MCC. Families will be billed for the repairs. It is not allowable for families to purchase their own replacement parts for our devices.

D. Power management

- It is the student's responsibility to recharge the Chromebook, so it is fully charged by the start of each school day.
 - Chromebooks must be returned to the student's advisor classroom and plugged into the Chromebook cart daily at the end of the school day.
- Students will not be allowed to charge during class time.

- It is the student's responsibility to pick up their Chromebook from the charging cart every morning and return their Chromebook to the charging cart every afternoon before leaving school. The charging cart will be in their school advisors classroom.
- Chromebooks MUST be returned to their original, assigned charging cart ONLY.

E. Monitoring and Supervision

- While the student is at school, the computer is monitored and filtered during use.
- The student assigned the Chromebook is responsible for all use of their Chromebook and will be held accountable for all use of their Chromebook.
- Never share or swap Chromebook with other students.
- The Chromebook are provided for the expressed use by the students to foster their academic opportunities.

F. Ethical and Appropriate Use

- Students and any individual using the computer are expected to adhere to the MCC Schools Acceptable Use Policy.
- Any misuse of the equipment will fall under the guidelines of the student handbook. Consequences may range from a warning to a suspension.
- Students are reminded that copyright laws need to be followed.
- Do not plagiarize work.
- The right to use a Chromebook is a privilege and may be revoked by MCC.
- Video/Audio Recording Policy:
Students may not use any electronic device to record video and/or audio at MCC during the school day without permission of the person being recorded. Postings on the internet, distribution via email, or the selling of still pictures, videos, or recordings made during the school day or at school events without permission of the school is prohibited. NO RECORDING of any kind in privacy areas such as locker rooms, bathrooms, and changing areas.
- Any MCC issued Chromebook that is found to contain and/or have been used in a prohibited manner may be submitted to law enforcement officials for further investigation.
 - Prohibited Use:
 - For commercial or personal product advertisements, solicitations, promotions, or for-profit purposes; political fundraising or lobbying; promoting a social, religious, or political cause; or gambling, gaming, or online shopping.
 - To access, send, receive, or store any obscene, pornographic, offensive, or excessively violent content.
 - To send messages containing unwelcome advances, profanity, or discriminatory or harassing remarks.
 - To send hate mail or chain mail.
 - To download entertainment software, music, movies, television shows, video-sharing content, or other similar files.
 - Conspiring, researching, or trying to solicit help to modify computer or account settings