Downtown Montessori Academy Chromebook Policy

The policies, procedures, and information within this document are to be utilized by all students, staff, or guests using Downtown Montessori Academy issued Chromebooks. Due to issuance of school devices all other electronic devices (i.e. laptops and tablets) are to be left at home.

Chromebooks will be distributed to students for their use at the beginning of the school year. ***Parents & Students must complete and sign the Chromebook Policy Sign-off document before the Chromebook can be issued to their child.*** This document will need to be submitted during the first week of school.

Overview

The world of technology is evolving daily and the Chromebook is a key piece to the evolution. The Chromebook allows our students to have a light and durable machine that is web based and saves documents automatically through Google Drive.

We are able to set network parameters at school to keep the content safe as students are searching the web for assignments. There is no need to load software and other programs that laptops and desktops would require. Therefore, it keeps our costs at a minimum to help serve the students even better.

The rest of this document will help guide you through the world of Chromebooks.

Insurance
Chromebooks are to be cared for by the student. It is the family's responsibility to ensure the device is not lost, stolen, or broken.

Training
Students will be trained on how to use the Chromebook by Downtown Montessori Academy faculty.

Return
If a student does not complete the school year for any purpose, they are to turn their Chromebook into the office immediately. Failure to do so could result in charges to the family and delay in the release of records and transcripts.

Taking Care of Your Chromebook

Students are responsible for the general care of their school-issued Chromebook. Chromebooks that are broken or fail to work properly must be taken to the office. If a loaner Chromebook is available, one will be issued to the student until their Chromebook can be repaired or replaced. If there is not a loaner available or the office is unavailable, the student will have to work without it until a solution is found. Chromebooks SHOULD NOT be shared with anyone.

General Precautions:

- Food and drink should not be in proximity of the Chromebook.
- Careful insertion of cords and devices should be used.
- Students should never handle the Chromebook by the screen as it is extremely delicate.
- Chromebook battery life can be conserved by proper shutdown of the machine.
- Chromebooks should be kept in soft protective cases or environments and never harshly handled.
- 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.
- DO NOT LEAVE YOUR CHROMEBOOK IN ANY VEHICLE as theft or damage from conditions could be the result.

Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. Protective cases may be purchased from a store of your choice.

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.

- Do not lean on top of or apply unnecessary pressure to the Chromebook.
- Do not stack any objects on top of the Chromebook.
- Do not place anything in the carrying case that will press against the cover.
- Do not press on the screen with hands or fingers.
- Do not close anything between the screen and keyboard for storage or any other purpose.

- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. You can also use pre-packaged eyeglass wipes.

Using Your Chromebook

At School:
The Chromebook is mandatory for each school day, but may not be used daily in each class. Therefore, it is up to the student to make sure they have the device with them if it is taken home each day and it is charged and ready to use. Each teacher will disseminate their own specifics about classroom usage of the Chromebook.

At Home:
Students with permission should be bringing their Chromebooks home nightly for assignments and charging for the next day. It is unacceptable for the devices to be left at home and not brought back to school. No additional software or inappropriate content should be displayed or stored on the device. The Chromebook is property of Downtown Montessori Academy. Students should use their personal devices at home for anything non-school related. Repeat violations of this policy will result in referral to administration and disciplinary action.

It is recommended that students not carry the AC/Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Camera and Microphone:
These functions of the Chromebook are to only be used in conjunction with assignments and instructor's direct instruction. Any deviation from this will lead to disciplinary action. Students are never to videotape or record students unless being guided by an instructor for a school related assignment or activity. There is zero-tolerance for cyber-bullying, pornographic images of any kind, or any other illegal activities.

Managing Your Files and Saving Your Work:

Students will create and save documents in Google Drive. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. From **Drive**, students can also access **Google** Docs, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online.

Documents created in **Google Drive** are automatically stored online and on the Chromebook itself, making the document available when Internet access is not available.

Files are property of Downtown Montessori Academy and are able to be searched at any time. Please make sure to remember that this device is used for school related projects only.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Downtown Montessori Academy. Spot checks for compliance will be done by administration or instructors at any time.

Students may add appropriate photos, and videos to their Chromebook as needed for school projects or assignments. Personalized media are subject to inspection and must follow the Downtown Montessori Academy's acceptable use policy.

Software on Chromebooks:

Originally Installed Software:
Chromebooks are web based and will have the necessary programming to function immediately. There is no need to try and install anything as Downtown Montessori Academy will handle any installation needed. Also, please do not try to remove or change any preset programs or functions.

Inspection:
Students may be selected at random to provide their Chromebook for inspection. It is essential to care for the Chromebook with absolute diligence and care. We want them to last as long as possible to be good stewards for future students.

Protecting & Storing Your Chromebook:

Chromebook Identification:
Chromebooks will be labeled in the manner specified by the school.
Chromebooks can be identified in the following ways:

- Record of serial number and Downtown Montessori Academy asset tag
- Individual's Google Account username
  Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:
When students are not monitoring their Chromebook, they should be stored securely in the classroom. Nothing should be placed on top of the Chromebook. Students need to take their Chromebook home with them every night or store them securely in the classroom with the teacher's supervision. The Chromebook should be charged fully each night at the student's home or before storing at school. Chromebooks should *never* be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events:
Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:
Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, unlocked classrooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the office.

Print Student Name

Downtown Montessori Academy Technology Use Agreement Beginning of the Year - Chromebook Check-out

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be filled out.

Parents/Guardians: (initial all below)

_____I have read and discussed the ***Chromebook Policy and the Responsible Use of the Internet document*** with my child and give my permission for the Chromebook to be brought home.

_____ I have read and discussed the ***Chromebook Policy and the Responsible Use of the Internet document*** with my child and DO NOT give my permission for the Chromebook to be brought home.

Parent Signature_____Date_____

Student: (initial below)

_____I have read and understand the Chromebook Policy Handbook & Acceptable Use Policy.

Student Signature_____Date_____

Grade Level: Upper El Adolescent

Student Name_____Grade_____

DOWNTOWN MONTESSORI ACADEMY COMPUTER USAGE POLICY AND AGREEMENT

Please read this document thoroughly, sign (both student and parent/guardian), and return it to the school. No student will be allowed to use computer resources at Downtown Montessori Academy until a signed agreement is on file. A signed agreement is required for EACH student, and is only valid for the current school year.

The purpose of the use of computer resources at Downtown Montessori Academy is to support and enhance the education of Downtown Montessori Academy students.

The system administrators deem what is inappropriate use and their decision is final. The system administrators may close an account at any time, as required. In addition, the administration, faculty, and staff of Downtown Montessori Academy may request the system administrator to deny, revoke, or suspend specific user accounts.

Downtown Montessori Academy is not responsible for the accuracy or the quality of information obtained through the Internet.

All computer activity on Downtown Montessori Academy computers is considered public, and not private, in nature and is subject to monitoring by the school. The network administrators have the right to suspend or modify Internet access privileges, examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Staff may search the file system for potential violations and, when deemed necessary, view users' files, read mail, monitor keystrokes, and otherwise observe users' activities.

Students have the right to appeal any restrictions of computer usage.

Acceptable Use of Computer Resources at Downtown Montessori Academy includes, but is not limited to:

General

- The student will not use the computer resources for non-academic activities.
- The student should respect the rights and privacy of other authorized users.
- The student represents his/her school while communicating on the Internet, and should do so in ways that are positive.
- Any and all illegal activities such as, making unauthorized copies of copyrighted material, cyberbullying, etc. are strictly forbidden.
- Vandalism of computer equipment is strictly prohibited.

- Vandalism is defined as any malicious attempt to harm or destroy electronic information including data or equipment. Uploading or creation of computer viruses is considered vandalism.
- If a student discovers a problem with any computer resource, or a violation of any of the computer usage guidelines, the student should discuss and/or demonstrate the problems only to a network administrator.

Electronic Messages/Collaborative Work:

- The student may not send or receive emails while at school, unless permission is granted from a teacher, and it is for the express purpose of completing school work for Downtown Montessori Academy.
- Email messages, blog posts, and any other form of electronic communication, must not contain any inappropriate language:
- Such as: profanity, obscenity, sexually explicit material, expressions of bigotry, racism, or hate, etc.
- Cyber bullying is strictly prohibited
- Under Wisconsin state statute 947.0125 students may be subject to criminal sanctions if they use any form of communication to intimidate abuse or harass another person.

Security

- The student should never share their password with anyone other than a network administrator.
- The student should not reveal personal information on the Internet (i.e. personal address, phone number, etc)
- This includes personal information of other Downtown Montessori Academy students, teachers or administrators.
- The student may not use the network account of another individual.

STUDENT SIGNATURE

I understand and will abide by the above ***Computer Usage Policy***.

Student Full Name (please print): _____
Grade Level _____

Student Signature: _____
Date: _____

PARENT/GUARDIAN SIGNATURE

As the parent or guardian of this student, I have read the ***Computer Usage Policy***. I understand that this access is designed for educational purposes. Downtown Montessori Academy has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Downtown Montessori Academy to restrict access to all controversial materials and I will not hold them responsible for materials or activities searched on the network.

Further, I accept full responsibility for supervision if and when my child's use is not under Downtown Montessori Academy supervision.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____