

MOBILE COUNTY PUBLIC SCHOOL SYSTEM

CHROMEBOOK HANDBOOK



Mobile County Public Schools
Chromebook Handbook
<https://1to1.mcpss.com>

As part of its commitment to integrating technology into the curriculum, the Mobile County Public School System has purchased Chromebooks and related accessories for students' individual use. Each student in grades K-12 will be loaned a Chromebook for the upcoming school year. For a student to be loaned a Chromebook, you and your child must read, sign, and return the attached Acknowledgement via the online registration process. This Handbook is valid for the 2021-2022 school year. Updates to the handbook will be posted online at <https://1to1.mcpss.com>.

Students in Grades K-12 will be loaned a Chromebook for use at school and home and must bring it to school every day, just like a textbook. Access to the technology resources of the MCPSS is a privilege and not an entitlement or right, and you and your child are responsible for the appropriate care, handling, and use of the Chromebook as outlined in this Handbook.

If the MCPSS changes this Handbook at any time during the school year, the MCPSS will notify you of the change(s).

1:1 Technology Initiative Agreement

The Mobile County Public School System (MCPSS) has invested in a 1:1 technology initiative for students. The initiative will increase student access to technology and instruction in all learning environments, improve core skills, boost motivation and engagement, and foster 21st-century skills through project development, research, and communication. Our students must be technology literate as they work toward becoming college and career-ready. Students will use their devices in and out of the classroom to engage with their teachers in synchronous and asynchronous instruction that includes but not limited to class assignments/activities, live video conferencing, social-emotional learning, projects and research, assessments, and other instructional items necessary for the current educational environment (in-person or remote).

District Responsibilities

- ✓ We will assign students a mobile device, including an AC power adapter and case, during the current academic year.
- ✓ We will provide students with network/internet access to academic content and resources while at school.
- ✓ We will encourage students and staff to use electronic resources to promote educational excellence through resource sharing, innovation, communication, and electronic tools.
- ✓ We will provide internet-filtering capabilities per the Children's Internet Protection Act (CIPA).

Network and Internet Filtering Information

- Students may connect to their home internet, mobile hotspot, school wifi (MCPSS network), or another secure or public network.
- Once on the MCPSS network, all users will have filtered internet access just as they would on any other district-owned device. When not on the MCPSS network, filtered internet access will continue to use district and state software.
- The filtering capabilities provided by the district meet the guidelines established by the Children's Internet Protection Act (CIPA).

Student/Parent Responsibilities and Technology Initiative User Agreement

The school-provided mobile device is an important learning tool only used by the student for educational purposes. To receive a device, the student and parent/guardian must be willing to accept the following responsibilities:

- ✓ I understand the device, case, and power adapter provided and assigned to the student and are in good working order. I know the equipment is, and at all times remains, the property of Mobile County Public School System and is herewith provided to the student exclusively for educational purposes for the duration of the current academic school year.
- ✓ I will treat my device with care by keeping it safe, not dropping it, not letting it get wet, not leaving it in extreme weather conditions, and not using it with food or drink nearby. I will not try to repair my device.
- ✓ I agree not to deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the mobile device. The equipment will be returned when Mobile County Public School System requested or sooner if the student withdraws from Mobile County Public School System before the end of the school year.
- ✓ I understand that stickers, labels, tags, or markings of any kind are NOT to be added or removed to/from the device.
- ✓ At ALL times when using my mobile device, I will follow the Acceptable Use and Internet Safety Policy, all related policies adopted by the Board of Education, and abide

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by all local, state, and federal laws, including the Mobile County Public School System Student Handbook.

- ✓ I will not lend my device to anyone and agree to keep all passwords and credentials assigned to me secure. I will only use my credentials to sign into my device.
- ✓ I understand that district officials can monitor my use of the device and that communications, files, internet search activities, and other actions are not considered private.
- ✓ I understand that the school district has made reasonable attempts to provide a safe computing environment for students within the district's network at school. I also know that it is impossible to guarantee students will not gain access through the internet to information and communications that they and parents/guardians may find inappropriate, offensive, objectionable, or controversial.
- ✓ I will ensure that my device is used and stored appropriately, charged each night, and brought to school each day.
- ✓ I will immediately contact my parent, teacher, and media specialist if my device is missing, lost, stolen, or damaged.
- ✓ If I do not abide by the Mobile County Public School System's rules, my device may be taken from me, and an alternate usage agreement may be created.

A. Using the Chromebook

1. **Acceptable Use of Chromebook.** Your child's use of the Chromebook, whether at home or school, is to be for educational purposes consistent with the curricular goals of the MCPSS and with Board of Education policies. Your child may not use (or allow others to use) the Chromebook loaned to him/her in a way that violates the Board's policy on acceptable use of its electronic network (Board [6.12, 3.5](#) *Access to the MCPSS's Electronic Network*). By using the Chromebook, you and your child agree to abide by Board Policies [6.12, 3.5](#), *Access to the MCPSS's Electronic Network*; [5.28](#), *Prevention of and Response to Bullying, Intimidation, and Harassment*; as well as all other applicable policies and their corresponding administrative procedures and the guidelines in this Handbook. Violation of any of these policies, managerial processes, or guidelines could result in your child's loss of the privilege of using the Chromebook; and discipline, up to and including suspension or expulsion and referral to law enforcement.

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- 2 Using the Chromebook.** All students are provided an MCPSS account, including a username and password. Students must use that account when logging on to the Chromebook.
- a. Using the Chromebook at School.** Unless otherwise instructed, the Chromebook is intended for use at school every day. If your child is permitted to use the Chromebook at home, he/she is responsible for bringing it to school every day, fully charged. The MCPSS is not responsible for providing your child a loaner Chromebook if he/she forgets the Chromebook.
 - b. Using the Chromebook Outside the MCPSS.** If your child uses the Chromebook at home or elsewhere outside the MCPSS, he/she is bound by the same policies, procedures, and guidelines as at school.
 - i. Parent Responsibility for Supervision Outside the MCPSS.** The MCPSS's filters will run on your child's Chromebook outside of school. However, the MCPSS is not responsible for supervising students' Chromebooks and Internet activity outside of school. While your child is using the Chromebook assigned to him/her outside of school, you agree to be solely responsible for supervising the use of the device, including Internet access. You may choose to limit such use. The MCPSS monitors devices at school and home for inappropriate use.
 - c. Technical Support Outside the MCPSS.** The MCPSS cannot guarantee the Chromebook will function outside the MCPSS at the same level as inside the MCPSS. Configuration of any home network connection is your responsibility and not the responsibility of the MCPSS. Any configuration applied to the Chromebook that impairs its performance in school may be removed by MCPSS staff.
- 3. Email Accounts.** All students are issued an MCPSS user account through the Microsoft Office 365 service. In grades 6-8, students are provided MCPSS student email accounts and will have restricted access as determined by the MCPSS. Students in Grades 9-12 will be able to send and receive emails using MCPSS email accounts.

Every email sent and received from an MCPSS email account, whether at home or school, is archived and property of the Mobile County Public School System. The MCPSS makes every attempt to block objectionable material. However, if your child receives an inappropriate email, your child should report it

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immediately to an adult and forward it to the MCPSS Information Technology network department.

4. **Accessories.** The MCPSS will provide a mandatory carrying case necessary for the use of the Chromebook. The decision of whether to purchase additional accessories (such as a wireless mouse, extra charger, keyboard, stylus, etc.) for the device rests with you and your child. As with any personal property brought to school, the MCPSS reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the MCPSS cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.
5. **Caring for the Chromebook.** The Chromebook assigned to your child remains the property of the MCPSS and must be maintained appropriately. In addition to the manufacturer's instructions included with the Chromebook, if any, your child must care for the Chromebook as follows:

Only use a clean, soft cloth to clean the device's screen; don't use cleansers of any type.

- a. Insert and remove cords and cables carefully to prevent damage to connectors.
- b. Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the Chromebook.
- c. Handle the device carefully. Screens can crack not only when dropped but also when twisted or subjected to pressure from stepping or leaning on them. Don't stack other objects (books, binders, etc.) on top of the Chromebook.
- d. Don't leave the Chromebook in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period.
- e. Keep food and beverages away from the Chromebook.
- f. Make sure the Chromebook is secure when it is out of your child's sight. Please don't leave it in an unlocked locker, a desk, or another location where someone might take it.
- g. Your child's Chromebook will have a service tag/asset tag to identify it. **Write this number down so you can locate the Chromebook. DO NOT REMOVE THIS TAG!**

B. Responsibilities of Students and Parents

1. **Returning of the Chromebook.** The Chromebook is the property of the MCPSS for the entire year the Chromebook is loaned to the student.
 - a. **For all 12th grade students,** Chromebooks and any related accessories must be returned to the MCPSS by the last day prior to graduation of the current school year.
 - b. If your child withdraws from the MCPSS during the school year, you must return the Chromebook and any related accessories before your child's last day of attendance. The Chromebook and accessories must be returned in operable condition, with all parts intact. If your child fails to return the Chromebook and any related accessories, the MCPSS may, in addition to seeking reimbursement from you, file a report with local law enforcement.

C. Chromebook Data and Software

1. **Managing Your Files and Saving Your Work.** Work done on a Chromebook is typically saved to Internet-based storage space (i.e., the "cloud"). Your child's responsibility is to make sure his/her work is not lost due to a failure or loss of the Chromebook.
2. **Personal Content on the Chromebook.** Your child should be aware that any content (including, but not limited to, documents, music or audio files, and photographs) stored on the Chromebook potentially could be subject to access by third parties according to law or subject to discovery in a legal proceeding. Also, personal content may be deleted in the course of routine maintenance and troubleshooting. It is your child's responsibility to backup all personal content stored on the Chromebook, if any.
3. **Chromebook Data as MCPSS Records.** The MCPSS does not maintain data saved to the Chromebook or the cloud via the Chromebook as public records or student records. If data stored on a Chromebook or stored in the cloud via a Chromebook needs to be maintained by the MCPSS for any reason, the MCPSS will take affirmative steps to preserve it.
4. **MCPSS-Required Software.** The MCPSS will provide any software/apps required to use the Chromebook for school purposes. This software may not be removed. The MCPSS may update, add, or remove software at any time for any reason, without prior notice.

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5. **Prohibited "Jailbreaking."** "Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's security and licensing restrictions. The act of jailbreaking or otherwise disrupting the Chromebook configuration voids the manufacturer's warranty and violates this Handbook. Removal of any MCPSS-installed configuration is prohibited and will be considered a violation of this Handbook.
6. **Personal Software.** Your child is not permitted to install additional software or apps on the Chromebook.
7. **Compliance with Copyrights.** In using the Chromebook, your child must follow the Board Policy [3.51 Copyright](#), governing the use of copyrighted material and applicable copyright law.
8. **No Expectation of Privacy.** There is no privacy expectation for any communication made using the Chromebook or for any content created, accessed, or stored on the Chromebook. The MCPSS reserves the right to inspect the Chromebook and its contents at any time and for any reason, with or without prior notice.

D. Repair of, Loss of, or Damage to Chromebook

1. **Technical Support & Chromebook Loaners.** If your child's Chromebook is not functioning correctly during the school year, students in grades K-5 should alert his/her teacher, and students in Grades 6-12 should bring the Chromebook to the Library/Media Center. If necessary, a technical support employee of the MCPSS will assess the Chromebook and correct any problems. Students will be issued a loaner device in all grades, if available, while this student's Chromebook is being repaired. The loaner Chromebook should be treated the same as the student's device as outlined in this Handbook.
2. **Loss of or Damage to Chromebook.** If your child's Chromebook is lost or damaged, you or your child must report it immediately to your homeroom teacher (grades K-5) or the library/media center (grades 6-12). You and your child are responsible for cooperating with the MCPSS in the recovery, repair, or replacement of your child's Chromebook.
3. **Responsibility for Lost or Damaged Chromebook.** In the event your child's Chromebook is lost or damaged, you will be responsible for replacement or repairs as follows:

Damage, Loss, or Theft

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Responsibility for Damage: The student is responsible for maintaining a working Chromebook at all times. The student shall use reasonable care to ensure that the Chromebook is not damaged, stolen, or lost. In the event of damage, the student/parent will be billed for the cost of the damage or the replacement cost of the Chromebook. This does not apply to warranty repairs. If subsequent repairs are required during the school year, or if the damage is deemed intentional due to neglect, the student/parent will be charged the fees determined by the replacement parts and labor cost, not to exceed \$250 per repair. If the Chromebook is lost, stolen, or damaged beyond repair, the student will be responsible for a replacement cost of \$250.00.

- a. If the MCPSS determines that the damage results from an equipment failure or accident covered by a warranty, the warranty will apply with no further action required.
- b. If the damage results from a student's negligence or intentional destruction, or if the Chromebook is lost, you will be required to pay in full to repair or replace the equipment according to the MCPSS's cost-share program.

Repair Fee – total cost of fees determined by the cost of the replacement parts

- 1st Repair – 100% district / 0% student
- 2nd Repair – 100% district / 0% student
- 3rd Repair – 50% district / 50% student
- 4th Repair – Replace device 100% student cost/responsibility (cost determined by the district)

E. Waiver and Indemnification

1. Waiver of Chromebook-Related Claims.

By signing MCPSS Laptop Agreement (copy provided), you acknowledge that you and your child have read, understand, and agree to follow all guidelines and policies outlined or referenced in this Handbook and agree to be bound by this Handbook. You also agree and represent that the Chromebook (including any related accessories) was delivered in good working order. It must be returned to the MCPSS in good working order consistent with this Handbook.

2. Indemnification for Chromebook-Related Claims.

To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Mobile County Public School System, its Board of Education, and its Board members,

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officers, employees, and agents from any claims, damages, losses, causes of action, and the like relating to, connected with or arising from the use of any MCPSS Chromebook issued to your child.