



1 to 1 Technology Handbook

Chromebook Initiative

2021 - 2022: YEAR 4

Grades 5-12



Mission and Rationale

The mission of 1 to 1 Technology in the Monticello Community School District is to prepare students for their future, a world of digital technology and information. As we have entered the 21st century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The individual use of mobile devices is a way to empower students to learn at their full potential.

One of the major parts of the 1 to 1 initiative was the development of a Chromebook purchase and replacement cycle. We provide new Chromebooks to the 3rd, 7th, and 10th-grade students. They will use the same computer from one year to the next within this cycle. The expectation is that 3rd graders will use their Chromebook for 4 years and then receive a new laptop in 7th grade. 7th and 10th graders will use their laptops for 3 years before the Chromebook is replaced with a new laptop. Most of the year, students in 3rd through 6th grade will not take their laptop home, rather store and charge it at school in charging carts. However, due to the Coronavirus, there may be times that 3rd-6th graders will be taking their Chromebooks home. 5th-12th graders will be allowed to take their Chromebooks home.

The Monticello School District purchases and owns all Chromebooks and will distribute them to students to use for educational purposes during the academic year. As long as students follow the expectations set forth in this handbook and follow the District's Technology Usage Policies and Procedures, students in grades 5-12 will be allowed to take their assigned Chromebooks home. At the end of the school year, or if students leave our school district, their Chromebooks will be collected, inspected, updated, and maintained by the Monticello School District technology staff. Students are responsible for ensuring the care of the equipment entrusted to them. Students will receive a Chromebook, charger, and protective case. Proper care and expectations for all items are covered in this handbook.

NOTICE OF NONDISCRIMINATION

Students, parents, employees, and others doing business with or performing services for the Monticello Community School District are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, gender identity, or genetic information (for employment) in any of its education programs, activities, or employment opportunities, pursuant to Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws. This prohibition on discrimination applies to admission and employment.

The District has adopted grievance procedures for processing and resolving formal and informal Title IX sex discrimination and sexual harassment complaints and other discrimination complaints. Inquiries regarding sex discrimination pursuant to Title IX of the District's nondiscrimination policy may be directed to the District's Title IX Coordinator, Todd Werner, 860 East Oak Street, Monticello, Iowa 52310, 319-465-3000 ext.2101, todd.werner@monticello.k12.ia.us; other grievances or complaints related to the District's nondiscrimination policy may be directed to the District's Equity Coordinator, Todd Werner, at 860 East Oak Street, Monticello, Iowa, 319-465-3000 ext.2101, todd.werner@monticello.k12.ia.us.

Inquiries related to sex discrimination pursuant to Title IX may also be referred to U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; OCR@ed.gov). Inquires related to other grievances or complaints may be directed to the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov)

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1) RECEIVING YOUR CHROMEBOOK:

a) Issuing Chromebooks

All students in grades 5-12, 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. Parents/Guardians and students need to sign the *Monticello Chromebook Use and Liability Agreement* located at the end of this handbook. The Chromebooks will be handed out at either the Open House events or during the first few days of school.

b) Chromebook Ownership

Additionally, MCSD 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. Chromebooks will be collected at the end of the school year and then re-distributed at the beginning of the next school year.

2) TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, need to be taken to the library as soon as possible so that they can be evaluated by the technology department personnel. **Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.**

a) General Precautions

- Students are responsible for completely charging Chromebooks at home for use each school day.
- Students are to use the Chromebook's protective case whenever possible. The device must be removed to open and use. Avoid setting the Chromebook on the edges of desks or tables where they can easily be knocked off and damaged.
- Do not place on the floor or in aisles where they can be stepped on and broken.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords and cables must be inserted carefully into the Chromebook.
- Chromebooks must remain free of writing, drawing, stickers, tape, labels, or covers of any kind.
- Chromebooks must have a *Monticello Asset Tag* on them at all times and this tag must not be removed or altered in any way. If the tag comes off accidentally, talk to the library personnel, or contact the technology department personnel.
- Chromebooks should never be left in an unlocked car or any unsupervised area.
- Do not leave the Chromebook in extreme temperatures, for instance in direct sunlight or in a car during winter or summer.
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b) Carrying Chromebooks

- Transport Chromebooks inside the Chromebook case with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

c) Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, earbuds, or cords). This is the #1 way to crack the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not place anything in the carrying case.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not drop the Chromebook from any distance onto your desk or floor with books on top. The extra weight can easily crack the screen.
- Try to avoid using any cleaning solutions when cleaning the screen. If you think a liquid cleaner is necessary try using only water. If water is used, lightly mist or dampen the cloth first, rather than spraying directly on the Chromebook screen. Some cleaning solutions can damage the screen. Be very cautious if you decide to use a solvent other than water.

3) USING YOUR CHROMEBOOK AT SCHOOL

a) Charging your Chromebook

Chromebooks are intended for use during each school day. The expectation is that you will bring your Chromebook to school daily, and it will be fully charged at the beginning of each school day. Chargers should not be brought to school. They can easily be mixed up with other students' chargers. They are not needed at school as all Chromebooks are to be brought to school fully charged. A fully charged Chromebook should have enough battery life to easily last the entire day. ***Charging your Chromebook is to be done at home!*** Students with uncharged Chromebooks might be without technology for that day.

b) Chromebooks in the Classroom

Students are expected to bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

c) Storing Your Chromebook

When students are not taking their Chromebooks to a class, they should be stored in a safe, secure location. Students are highly encouraged to rent a padlock for hallway and P.E. lockers.

d) Backgrounds and Passwords

Inappropriate media may not be used as a screensaver or background. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures is not permitted and will result in disciplinary action. Take care to protect your passwords. Do not share your passwords.

e) Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher.

f) Printing

If printing is necessary, students may use network printers (with teacher's permission) during class or breaks. It is highly encouraged that students and staff use digital sharing options whenever possible to reduce printing expenses.

g) Account Access

Students will only be able to log into their Chromebook using their Monticello account. The Chromebooks are configured to prohibit the use of personal Google accounts.

4) USING YOUR CHROMEBOOK AT HOME

a) Trying to Bypass Chromebook Security

Security, web filtering, and classroom monitoring software has been installed to monitor and protect the students. Any evidence of attempting to circumvent the firewall or bypass these security systems, in or out of school, will result in disciplinary action.

b) Leaving Chromebook at Home

If students leave their Chromebook at home, they will be allowed to contact their parents/guardians to bring it to school as long as this is done before school or during their lunchtime. Students will not be allowed to miss class to call home and have their Chromebook brought to school. The expectation is that all students will bring their Chromebook to school every day.

c) Charger/Power Cord

The power cord/charger should remain at home. Charge the device fully each night.

d) Adult Monitoring

Use the device in a common room of the home where adults can monitor use.

e) Storage

Store the Chromebook on a desk or table, never on the floor where it can be stepped on!

f) Protecting the Chromebook

Protect the Chromebook from extreme heat or cold, food and drinks, small children, and pets.

g) Stolen Chromebook

Do not leave the device in an unattended vehicle or unsupervised area for any reason. In case of theft, an official police report will be required.

5) PARENT/GUARDIAN RESPONSIBILITIES

a) Content Filtering at Home

The Monticello Community School 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. It is advisable that parents establish some ground rules on the use of the Chromebook at home, ie. when and where to use the Chromebook, acceptable vs. unacceptable activities on the Chromebook, etc. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked. ***Any evidence of attempting to circumvent the firewall, in or out of school, will result in disciplinary action.***

b) Monticello Chromebook Use and Liability Agreement

All Parents/Guardians and students are required to sign the Monticello Chromebook Use and Liability Agreement. (Located at the end of this booklet.)

c) Rotation Cycle

Students and parents can expect a new Chromebook when entering 3rd, 7th and 10th grade. A student issued a new Chromebook will use it for three (or 4) consecutive years. They will be using it at school and at home. Students will use the same Chromebook for three (or 4) consecutive years. Therefore, they will want to take care of the device so it is in good working condition throughout the years of use. Protect your device at all times.

d) End of Year

Chromebooks for elementary and middle school students will be collected and inventoried at the end of each school year. High school students will keep theirs over the summer and return with them the next school year.

6) CHROMEBOOKS UNDER REPAIR

Students will bring their Chromebook that are in need of repair to the high school or middle school library. If available, the student will receive a day-loaner Chromebook while theirs is being evaluated and/or repaired.

a) Loaner Chromebooks

Loaner Chromebooks will be issued to students when they leave their Chromebook for repair with the library department.

b) Damages to Loaner Chromebooks

Students using loaner Chromebooks will be responsible for damage to the device. Students are also responsible for damages due to a lack of common sense care. Examples; leaving the laptop on the floor and it gets stepped on, closing the lid with earbuds on the keyboard, resulting in broken screens.

c) Contacting the Student

The student will be contacted through their school email when their device is repaired and available to be picked up.

d) Fees and Fines

All fees and fines will be charged to the student account and recorded in PowerSchool. Fees can be paid to the building or district secretaries.

7) ESTIMATED REPAIR COSTS

a) Manufacturer Warranty

The manufacturer warrants the Chromebooks from defects in materials and workmanship for one year. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Chromebook. The one-year warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses. Please report all Chromebook problems to the middle school or high school library personnel.

b) Estimated Costs for Non-Warranted Repairs

While the Chromebook is in the student's care, they will be responsible for any damages except warrantied situations or malfunctioning parts of the computer that are beyond the student's control. One of the biggest repairs we have seen has been broken screens. Even if the student doesn't know how the screen broke, they will be responsible for paying the cost to repair it. This falls under the policy that the student is responsible for their device when it is in their care. If another student does something to their computer, then that student will be charged for the damages.

The covid virus has significantly affected the costs of repair parts. They are more difficult to get, take longer to arrive, and are more expensive. No estimates have been given here because of this. A completely destroyed Chromebook will cost about \$300 to replace. We will do our best to find the most cost effective way to fix your child's Chromebook.

c) Insurance

The Monticello School District does not offer insurance for Chromebook damage or repairs, however, students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop.

8) TECHNOLOGY BEHAVIORS

Most tech-related behavior violations are equivalent to “traditional” classroom violations.

a) Leaving the Chromebook at Home

Leaving your device at home is equivalent to leaving your textbook or supplies at home.

b) Plagiarism

Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.

c) Cyber-bullying

Cyber-bullying is equivalent to verbal bullying or harassment and will not be tolerated.

d) Damage to the Chromebook

Damaging or defacing the Chromebook or accessories is equivalent to vandalism or property damage.

9) OPERATING SYSTEM ON YOUR CHROMEBOOK

a) Updating your Chromebook

When a Chromebook starts up, it updates itself automatically, so it has the latest version of the Chrome operating system. There is no need for installs, updates, or re-imaging.

b) Virus Protection & Additional Software

With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. Also, since files are stored in the cloud, there is no need to worry about losing online assignments or documents.

c) Procedures for Restoring your Chromebook

If your Chromebook needs technical support for the operating system, all support will be handled by the Monticello Technology Department.

d) Software Installation

Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps and extensions available in the Chrome Web Store and content across the entire web. Students are **not** to install any of these apps or extensions without permission from a teacher.

10) ACCEPTABLE USE GUIDELINES

a) Acceptable Use Policy

Use of student-issued Chromebooks is subject to Monticello School District's Acceptable Use Policies (AUPs) and their guidelines. Board Policy 605.1 in particular applies to student acceptable use. The school's network, domains, and computing devices are to be used solely for educational purposes. Student-issued Chromebooks are not to be used for things such as social networking, commercial transactions, or malicious intent. Students will have access to electronic media and communication in support of education and research and in support of the educational goals and objectives of MCSD.

b) Ethical and Educational Use

Students are responsible for their ethical and educational use of the technology resources of the Monticello School District.

- Access to Monticello School District technology resources is a privilege and not a right. Each student will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology department, will be considered an act of vandalism and subject to disciplinary action in accordance with this technology handbook and other applicable school policies.

c) Privacy and Safety

- Do not use chat rooms or send chain letters without permission. If applicable, teachers may create groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you without permission.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Monticello School District.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, exit the site immediately and inform the teacher.

d) Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

e) E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Communications sent / received should be related to educational needs.
- Communications are subject to inspection by the school at any time.

f) Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or Monticello's Acceptable Use Policies (AUP), will result in disciplinary action.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

11) AFFORDABLE HOME INTERNET PROGRAM - CONNECT2COMPETE

a) Available to low-income families living in Mediacom service areas

b) Connect2Compete flyer

- See the flyer at the end of this handbook (page 14) for more details and to see if you qualify. (C2C phone number: 855-904-2225)

c) Use on the link <http://www.mediacomc2c.com> for online sign-up and FAQ.

12) RETURNING YOUR CHROMEBOOK

a) Year-End Turn In

All district-owned Chromebooks and accessories must be returned at the end of the school year. Details and procedures related to the return will be shared with students and parents as the school year draws to an end. The Monticello Technology Department will inventory, evaluate, and prepare the Chromebook for the next school year.

b) Not Returning the Chromebook

A student that does not return a district-owned Chromebook and accessories will be charged a replacement cost of \$300-\$400 based on the model of Chromebook.

c) Students Leaving the District Early

Students leaving the district prior to the official end of the school year are expected to return their Chromebook and accessories to office personnel or the Monticello Technology Department. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

13) FREQUENTLY ASKED QUESTIONS

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 and clickable trackpad, all-day battery life, lightweight, and built-in ability to connect to Wifi, the Chromebook is ideal for any time, anywhere access to the web. They provide a faster, safer, more secure online experience, without all the time-consuming, often confusing, high level of maintenance required by typical computers.

Q: Do I have to use a Chromebook for school or can I go without a laptop?

A: We expect these devices to be brought to school each day, as they are fundamental learning tools used for different types of instructional strategies and activities that are being employed within the Monticello School District. Students will need to charge their device overnight so that it is fully charged at the beginning of the day.

Q: Can I bring my own computer to school to use?

A: Yes, however, you will be required to use the school district issued Chromebook for school purposes. This is necessary to ensure that you have a computer that gives you network capability, the ability to run the software that you will need in your courses, and give the teachers the ability to use the classroom management software to monitor and assist in classroom activities. You will not have access to printing or the Internet from your computer.

Q: Can I use the Chromebook during the summer break?

A: No for middle school students, yes for high school students. Students will be provided with a Chromebook for school sponsored activities, like summer school.

Q: Does the school offer insurance against theft or breakage?

A: No. However students or parents may wish to carry their own personal insurance.

Q: What if my Chromebook doesn't work when I arrive at school?

A: Go to the middle school or high school library and they will help you with the process.

Q: What will I do without a computer if my laptop is being repaired?

A: Students will be provided with a computer "day loaner" to be used until theirs is repaired.

Q: Does the Monticello School District provide maintenance on my Chromebook?

A: Yes, the District will provide "basic" maintenance on the Chromebooks. However things like cracked screens, broken keypads and frames will have to be outsourced for repair. Students may be charged for these damages. (See section 7 in this handbook.)

Q: Can I print at school and/or home from the Chromebook?

A: School - yes with teacher's approval. Home - yes, if connected to your printer via USB cable.

Q: How can I connect to the Internet at home? Do I need a modem?

A: You will need a contract with a local ISP (Internet Service Provider). They will supply you with the necessary equipment and configuration.

Q: What if I don't have the Internet at home? Can I still use the Chromebook?

A: Yes if you are using a Google Application like Docs or Slides. Not if you are trying to search specific websites. Google Docs allows the user to work in offline mode so students can complete classwork at home, even without internet access. Files are saved locally to the Chromebook, then automatically updated the next time a wireless connection is detected. So a student can start a project at school and finish it at home, even without an Internet connection. When the student returns to school the next day, anything he or she worked on at home will be automatically updated to their Google Drive as soon as their Chromebook joins the school network. A tab for websites can be opened at school and viewed at home as long as the student doesn't close the tab.

Q: How do I backup files on my computer?

A: There is no need to backup files as everything will be stored in the "cloud".

Q: Are the Chromebooks subject to school "snooping"; what if a laptop is in for repairs and "objectionable" information or websites are detected?

A: Remember all Chromebooks are property of the Monticello School District and all inappropriate material on laptops should be reported to the classroom teacher, the principal, or the Technology Department immediately upon identification. Students who have "objectionable data" on their laptop, but have failed or chosen not to report it, will be referred to the Principal's Office and disciplinary action may be taken.

Q: If my case or charger is lost or stolen, do I have to replace them? If so, how much will it cost to replace them?

A: Yes, see section 7 in this handbook.

Q: Do I have to use the school-issued case? I have a book bag that has a section for a laptop.

A: Yes. The school district has purchased Chromebook cases to protect the laptops and for ease in carrying them from class to class and taking them home.

Q: What has the school done to help prevent students from going to inappropriate sites?

A: The District has purchased software which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. It also sends a notification to school officials. Students who attempt to access inappropriate sites will be directed to the Principal's Office for disciplinary action.

Q: Will I be given a new battery if mine goes bad?

A: The battery will be replaced by the manufacturer for defects if it is within the 1-year warranty period. We anticipate battery life to exceed the 3 or 4 years that a student will have the Chromebook. Responsibilities include charging your battery nightly and proper battery maintenance.

Connect2Compete Information



A simple, affordable way to get quality home internet.

The internet is essential for successful learning and Mediacom wants to help families with K-12 students get connected. Mediacom Connect2Compete is offered as one of the ways our company works to close the "digital divide."

We participate with "EveryoneOn," a national non-profit program. Our goal is to make home internet access simple and affordable so that students have a reliable connection to participate in a digital curriculum and extend the learning experience from school to home. Mediacom makes this service available to eligible families in all areas where Mediacom's broadband network is present.

YOUR HOUSEHOLD MAY QUALIFY IF:

1. Mediacom offers internet service in your community or area
2. You have at least one student in grades K-12 living at home
3. At least one child qualifies for free or reduced-price school lunch through the National School Lunch Program (NSLP)
4. You are not a current Mediacom internet customer and have NOT subscribed to our internet service in the past 90 days
5. You do not have an outstanding Mediacom bill or unreturned equipment**



Up to 10 Mbps

\$9.95*
A MONTH
Plus taxes and fees;
includes wireless
connection

No deposit
No contract
No installation
fees

No equipment
rental fees
Wi-Fi modem via
no-cost lease

**To learn more about the C2C programs,
visit www.mediacomc2c.com or call 855-904-2225.**

* Offer is available in Mediacom residential areas to K-12 student families who have not subscribed to Mediacom Internet services within the prior 90 days, do not have an outstanding Mediacom balance or unreturned equipment and meet the eligibility criteria. Monthly price of \$9.95/month (plus tax) is available so long as the eligibility criteria are met; if at any time customer no longer meets the eligibility criteria, the then-standard rates for Internet service and equipment shall apply. The service includes Internet service with download speeds up to 10 Mbps on a single outlet and one WiFi modem. Modem remains the property of Mediacom and must be returned upon termination of service to avoid charges. Mediacom Connect2Compete is a residential Internet service intended for educational use. Participants must conform to requirements of the Mediacom Online® Internet Access Service Customer and User Agreement and Mediacom's Acceptable Use Policy. It is not a school program, and is not endorsed or required by your school. Your school is not responsible for Connect2Compete accounts. No school funds were used for this notice or website. Call 1-855-904-2225 for more details or to visit with a Mediacom Connect2Compete representative. Offer, prices and eligibility criteria may change from time to time.

** Families with an outstanding bill or unreturned equipment can discuss payment options with Mediacom customer support representatives to determine how a resolution can be met. Call 1-855-904-2225 for more details.

Parent tips for student use of the Chromebook at home

Each student having their own dedicated computer both at school and at home is a change that adults have to help a child manage. Here are some tips and ideas that can help parents with this change to create effective learning time and space at home while online.

The parent is in charge

- Set rules and expectations for computer use at home.
- Expect that screens will be open where you can see them.
- Designate times and locations in the house for computer use.
- Require work to be done in an area where you can check in on your student's progress.
- Create times when the device can only be used for school work and if or when it can be used for recreational activities.

Talk with your child

- About what they are doing online and have them show you what they do and where they go online.
- Ask them to show you how they use the computer for school work and for fun.
- Talk about social boundaries and sharing too much information online.
- Set expectations for appropriate use and the types of websites and social networks that are appropriate for use at home.

Communicate with the teacher

- If you are concerned that your child is accurately reporting what they are using the computer for, or about anything related to classroom activities.
- Keep a line of communication open for questions or concerns.
- Track your student's Internet activity through the parent portal of Securly.

Consider the “paper equivalent” in difficult computing situations

- How would you handle the off-task or inappropriate activity if it happened with pencil and paper instead of on a computer?
- What are your expectations concerning technology and computing, and do they mirror those expectations for respect and proper behavior at home?
- Often the solutions for “digital problems” are the same as they were for similar “analog problems” or *on- paper* situations.

Determine consequences for inappropriate behavior

- Discuss inappropriate behavior.
- Hold your child accountable for poor decisions.
- Limit recreational computer and/or phone time.
- Have them turn over their devices or reset wireless passwords at home until inappropriate behaviors change.

Using Internet filters at home

- Teaching appropriate use is more important than filtering.
- The most important step you can take is establishing expectations around appropriate use on the web and help your child develop an *internal* filter.

Monticello Community School District

Monticello Chromebook Use and Liability Agreement

2021-2022

Student:

As a user of a Monticello School District Chromebook, I hereby agree to comply with the guidelines and rules of the 1 to 1 Chromebook Technology Handbook. I further understand that should I commit any violation, my access privileges may be revoked and appropriate school disciplinary action will be taken. In consideration for using the District's Chromebook, I hereby release the School District of Monticello and its Board members, employees, and agents from any claims and damages arising from my use or inability to use the Chromebook.

20 __ __
Graduation Year

Student Name

Student Signature

Date

Parent/Guardian:

As the parent/guardian of the above student, I have read the 1 to 1 Chromebook Technology Handbook. I understand that the use of the Chromebook is designed for educational purposes and that the Monticello School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, from any harm caused by materials or software obtained via the Chromebook. I understand that my child may be held accountable for violations explained in this handbook. I accept responsibility for guidance on using the Chromebook - setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media. I have discussed the terms of this Agreement with my child.

I agree with the policy set forth in this document regarding the repair or replacement of the Monticello School District-provided Chromebook for my child. I understand that while some things are covered by warranty for a limited time, there are things outside of the warranty that may make it necessary to repair or replace the device. **I understand that I may be charged for repairs to the Chromebook if my child damages their Chromebook while it is in their care or due to a lack of common sense computer care.** (Refer to section 7 in the Chromebook Handbook.) If there is theft, vandalism, or other malicious damage caused by another, I agree to file a police report.

Please Sign Below:

I have read the attached Handbook and agree to support my child in following the guidelines for using a Monticello School District Chromebook at home and at school.

Parent Name (Please print)

Date

Parent Signature

Phone

Distrito Comunitario de Monticello

Uso y Acuerdo de Responsabilidad de Chromebook

2021-2022

Estudiante:

Como usuario de un Monticello School District Chromebook, por este medio se comprometo a cumplir con las guías y normas del Manual de Tecnología del 1 al 1 Chromebook. Yo comprendo que de cometer cualquier violación, mi acceso y privilegios pueden ser revocados y se tomarán medidas disciplinarias apropiadas. En consideración por el uso del Chromebook del Distrito, por la presente libero al Distrito Escolar de Monticello y a los miembros de la Junta, empleados y agentes de cualquier reclamo y daño que surja de mi uso o incapacidad para usar el Chromebook.

20 __ __

Año de graduación

Nombre del estudiante

Firma del estudiante

Fecha

Padre / tutor:

Como padre / tutor del estudiante anterior, he leído el Manual de tecnología de Chromebook 1 a 1. Entiendo que el uso de la Chromebook está diseñado para propósitos educativos y que el distrito escolar de Monticello ha tomado precauciones para eliminar material controversial. Sin embargo, también reconozco que es imposible que el Distrito restrinja el acceso a todos los materiales controvertidos e inapropiados. Yo mantendré al Distrito, sus empleados, agentes o miembros de la Junta, sin culpa y libres de cualquier daño causado por materiales o software obtenido a través de la Chromebook. Entiendo que mi hijo puede ser responsable por violaciones explicado en este manual. Acepto la responsabilidad de guía sobre el uso del Chromebook - establecer y transmitir las normas para que mi hijo siga al seleccionar, compartir, o la exploración de la información y medios de comunicación. He hablado de los términos de este Acuerdo con mi hijo.

Estoy de acuerdo con la póliza que se establece en este documento con respecto a la reparación o sustitución de la proporcionada por el distrito escolar de Monticello Chromebook para mi hijo. Entiendo que, si bien algunas cosas son cubiertas por la garantía por un tiempo limitado, hay cosas fuera de la garantía que pueden hacer que sea necesario reparar o reemplazar el dispositivo. **Entiendo que se me puede cobrar por las reparaciones del Chromebook si mi hijo daña su Chromebook mientras esté bajo su cuidado o debido a una falta de cuidado de la computadora con sentido común.** (Refiérase a la sección 7 en el Manual Chromebook.) Si no es theft, vandalismo, u otro daño malicioso causado por otro, acepto file un policía INFORME.

Por favor firme abajo:

He leído el manual adjunto y estoy de acuerdo en apoyar a mi hijo en el seguimiento de guías para el uso del Chromebook del Distrito Monticello tanto en casa como en la escuela.

Nombre del padre

Fecha

Firma del padre

Teléfono