

Mountain View Academy Chromebook Handbook

The policies, procedures, and information within this document apply to all students using Chromebooks at MVA.

The Chromebooks are owned by Mountain View Academy (MVA) and will be rented to each student for the term of one school year. The cost for rental is \$100 for the entire school year, plus a \$200 deposit fee that will be rolled over or refunded at the end of the school year if the device is returned in acceptable (like new) condition. Please continue reading for further details on the acceptable condition of returned Chromebooks.

Teachers may set additional requirements for Chromebook use in their classroom.

MVA Student Devices

HP Chromebook x360 11 G1 - Education Edition - 11.6" - Celeron N3350 - 4 GB

Receiving Your MVA Student Account

Upon registration, a MVA student Google for Education account will be created for you. This will be your school email address and the way you access all of the applications required for your coursework. This is an example of the email address:

username@mountainviewacademy.org. This will be your login to your Chromebook and how you can access all of your student work on any Google application across any platform. You will receive your student account information from MVA IT at Back to School Night or during the first week of school.

Receiving Your Chromebook

Chromebooks and power cords will be distributed each fall during the first week of school. Parents and students must complete and sign the Chromebook Rental Policy form before the Chromebook can be issued to the student. This document will need to be submitted at Back to School Night or no later than the first day of school.

Chromebooks are considered a required material for all class activities and each student is required to have a school owned and managed device.

Returning Your Chromebook

Student Chromebooks will be collected at the end of each school year for maintenance over summer vacation. Chromebooks must be returned on Thursday, May 16, 2019.

This date will be clearly communicated to students and teachers as it approaches.

Students must return their Chromebook in order to be financially cleared for final exams.

There will be Chromebooks available for check-out during finals week and for finals

activities on an as-needed basis. Students will rent a Chromebook at the start of the following school year.

Students must surrender/return the Chromebook and charger to MVA IT. Any student who transfers out of MVA will be required to return their Chromebook and accessories. If Chromebook and accessories are not returned, the \$200 security deposit will be used to purchase a new device.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook issued by the school.

General Precautions

- No food or drink should be near the Chromebook during use.
- Plug cords, cables or other devices firmly into the Chromebook.
- Refrain from carrying the Chromebook with the screen open.
- Power down the Chromebook when not in use to conserve battery life.
- Avoid wedging or shoving the Chromebook in your locker or backpack.
- Avoid extreme temperature or direct sunlight when using the Chromebook.
Extreme elements may cause damage to the Chromebook.
- Do not leave the Chromebook in a vehicle. It may be subjected to damage or theft.**
- Do not leave the Chromebook unattended. It may be subjected to damage or theft.**

Carrying the Chromebook

The protective shell of the Chromebook provides minimal protection against normal use each day. It does not protect against dropping or careless handling. When carrying the Chromebook in a backpack or school bag, please avoid tossing your bag to the ground. This may cause damage to the Chromebook. Students might want to consider purchasing a padded case for further protection.

Screen Care

The Chromebook screen is the most likely component to be damaged. Please follow these recommendations to protect the screen.

- If possible, place a protective covering over the touch screen.
- Avoid leaning on the top of the screen.
- Be aware of items that may fall on top of the screen.
- Do not poke the screen with any sharp objects.
- Remove objects from the top of the keyboard before closing the screen.
- Use an anti-static or microfiber cloth to clean the screen.

- ❑ Do not use any liquids to clean the screen.

Use of the Chromebook

School Use: The Chromebook is a required tool each day in all classes. It should be fully charged at the start of the school day. The MVA Staff and Administration will use the Chromebooks as a communication tool with the students. Announcements, class messages, calendars, student handbook, and class schedules are some of the examples of how the Chromebook will be used. All of these examples can be accessed at home or school. It is the student's responsibility to bring the Chromebook to school everyday unless authorized not to do so by the MVA Administration.

Home Use: Students are required to take home the Chromebooks to charge for the next school day. 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.

Students will need to use their home wifi to access any online programs from within their Google Classroom. Students will be able to work offline if wifi is not accessible.

If a student leaves the Chromebook at home, they are responsible for calling their parents to bring the Chromebook to school. We will have a minimal amount of backup ones for emergency situations only. Repeat violations of this policy may result in a referral from the MVA Administration.

Sound: The sound on the Chromebook must be on mute during class to avoid distractions. Students will be held accountable for any inappropriate sounds coming from their Chromebook. Headphones may be used at appropriate times. Students are responsible for providing their own headphones.

Printing: Teachers will encourage their students to use their Google Classroom to turn in most of their assignments to avoid unnecessary printing. Student Chromebooks will not be connected to the student copier at this time. Printing stations will be available in the library.

Monitor and Inspection: MVA reserves the right to monitor and inspect all student Chromebooks for compliance, safety or security concerns. Any inappropriate activity will be reported to the MVA Administration, and parents/guardians will be notified. Chromebook privileges may be revoked in the case of frequent violations.

Personalizing the Chromebook: Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of MVA. Spot checks for compliance will be done by MVA Administration or MVA IT at any time.

Personalized media and items added to school Chromebooks are subject to inspection and must follow the MVA acceptable use policy.

Software on Chromebooks:

Originally Installed Software: Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install available updates when the computer is shutdown and restarted.

From time to time the school may add extensions and apps to student devices. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software: Students are unable to install additional software on their Chromebook other than what has been approved by MVA.

Chrome OS Technical Issue: If a technical issue occurs and an immediate fix is not viable, the Chromebook will be restored to factory setting. All students' files stored on Google Drive will remain intact. However, files stored on the internal memory that have not been synced to their Google Drive will be lost.

Protecting & Storing Your Chromebook:

Chromebook Identification: Chromebooks will be labeled in the manner specified by MVA. MVA will assign students Chromebooks using the device serial number and will label the device for each student. Do not tamper with the labels.

Storing Your Chromebook: When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. 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, the cafeteria, unlocked classrooms, library, locker rooms, under school lockers, hallways, bathrooms, 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 MVA Administration. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Chromebook Repair and Maintenance:

Given the possibility the devices shall be rotated to other students, at the conclusion of a school year MVA will be removing content from the devices and "powerwashing" (setting back to factory defaults) them. Students are responsible for transferring their content prior to the collection of the devices. In most cases student data will be stored in the cloud (i.e. Google Drive). MVA cannot guarantee the privacy of the content transmitted and stored on the devices. MVA reserves the right to monitor and inspect the devices consistent with the policies and procedures outlined in the Handbook. Any inspection of graphics, videos, written content, or the like shall be reviewed by at least two (2) MVA administrators, given just cause.

MVA IT will be responsible for the replacement, repair, and maintenance of all devices. In the event the device is lost, stolen, damaged, or in need of repair, the student will be responsible for notifying MVA IT and the office by the next school day. In the event of a stolen device, the parents are encouraged to file a police report and provide the report to the MVA Administration.

Repair costs will be deducted from the student's \$200 deposit. MVA will make every effort to minimize repair costs for accidentally damaged devices, but severe damage could result in the need to purchase a new device, which will result in the student losing their entire \$200 deposit.

Chromebook Technical Support:

MVA IT(Mr. Baroro) and the MVA Librarian (Mrs. Ranzolin) are the managers of the Chromebooks program and the Google for Education program. Students can email them with any questions or concerns if they are unable to locate them. For immediate concerns and reports, students should go to the MVA office.

MVA Technology & Network Acceptable Use Policy:

General Guidelines:

○ Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at MVA.

Access to media and communication beyond these specific uses will not be supported or allowed.

- Students are responsible for their ethical and educational use of the technology and network resources of MVA.
- Access to the MVA technology and network resources is a privilege and not a right. Each student will be required to follow the rules of this Technology and Network Acceptable Use Policy. Violations of these rules will result in the loss of privileges or disciplinary action.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the MVA Administration and the MVA Disciplinary Committee to use judgement as to what is acceptable in any undefined instances that may arise.
- 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 computer viruses.
- Any attempt to alter data, the configuration of a Chromebook or school computer, or the files of another user, without the consent of the individual, MVA Administration, or technology administrators, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of MVA's technology and network must sign the MVA Technology and Network Acceptable Use Policy and abide by the rules defined in this policy. This is in addition to the rules and policies that this document contains.

Privacy and Safety:

- Do not send or display offensive messages or pictures.
- Do not distribute personal information of anyone, including yourself, on social media sites.
- Do not identify the physical location of anyone, including yourself, on social

media sites.

- Do not open, use, or change technology files that do not belong to you.
- Do not use any assistance to bypass MVA's technology or network infrastructure.
- Do not use the MVA technology or network for commercial purposes.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety:

- All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the MVA Administration or Technology Administrators if you are in compliance with the law.

Email:

- Students will use the email address assigned by MVA for academic reasons only. This email access will be through a Google Gmail system managed by MVA. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class is allowed.
- Email is subject to inspection at any time by MVA Administration.

Consequences:

- The student 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 the Chromebook Policy Handbook or MVA's Technology and Network Acceptable Use Policy will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the MVA Administration or MVA Technology Administrators to ensure appropriate use. Mountain View Academy will seek legal guidance from the Legal Counsel of the Central California Conference of Seventh-day Adventist on violations of computer crime laws.

MVA Chromebook Rental Policy

All MVA students are required to rent Chromebooks from MVA for the academic year. "Chromebook" refers to the **laptop computer, wireless headset and the included power cord**. Below are guidelines pertaining to the school owned Chromebook Rental Program, all other terms in the MVA Technology and Network Use Policy apply. Students and parents are required to read and return the attached agreement in order to receive a Chromebook during the first day of school.

I. Ownership

The devices (HP Chromebook x360 11 G1 - Education Edition - 11.6" - Celeron N3350 - 4GB) distributed to students are the property of MVA and are being distributed to students for the purposes outlined herein. Students are to return their devices at the conclusion of each school year. A date, time and location for returning the devices will be publicly posted and announced. Should a participating student withdraw from MVA, the student will promptly surrender the device to the MVA administration.

The cost for rental is \$100 for the entire school year, plus a \$200 deposit fee that will be refunded at the end of the school year if the device is returned in acceptable (like new) condition. Please see the Chromebook Handbook for how to properly care for your device.

II. Acceptable Use

Participating students are only authorized to use the device in a manner consistent with the established instructional, research, and administrative objectives of MVA. The student shall comply with the policies and guidelines established in the MVA Student Handbook and the MVA Chromebook Handbook.

III. Liability and Privacy

Students will be responsible for all material transmitted or stored on the device. Students will also ensure that the device will be free from all content that may compromise the MVA network, equipment, or software that may be inconsistent with the mission and integrity of MVA.

IV. Repair and Maintenance

Given the possibility the devices shall be rotated to other students, at the conclusion of a school year MVA will be removing content from the devices and "powerwashing" (setting back to factory defaults) them. Students are responsible for transferring their content prior to the collection of the devices. In most cases student data will be stored in the cloud (i.e. Google Drive). MVA cannot guarantee the privacy of the content transmitted and stored on the devices. MVA reserves the right to monitor and inspect the devices consistent with the policies and procedures outlined in the Handbook. Any inspection of graphics, videos, written content, or the like shall be reviewed by at least two (2) MVA administrators, given just cause.

MVA IT will be responsible for the replacement, repair, and maintenance of all devices. In the event the device is lost, stolen, damaged, or in need of repair, the student will be responsible for notifying MVA IT and the office by the next school day. In the event of a stolen device, it is recommended that the parent/guardian file a police report and report it to the MVA Administration. Repair costs will be deducted from the student's \$200 deposit. MVA will make every effort to minimize repair costs for accidentally damaged devices, but severe damage could result in the need to purchase a new device, which will result in the student losing their entire \$200 deposit.

V. Disciplinary Measures

A student's noncompliance with the expectations outlined herein will result in MVA reclaiming the device from the student; in such a case the offending individual would face disciplinary measures consistent with the policies and procedures outlined in the Student Handbook.

Students must return this completed form to receive a Chromebook.

Please sign below to acknowledge that you have read and agree to the terms described in the MVA Chromebook Rental Agreement.

STUDENT

DATE

PARENT

DATE

Please keep this copy for your records. We will provide another copy for our records.