

Mequon Thiensville School District



Chromebook Handbook for Students and Parents 2022-2023

The Mequon-Thiensville School District is [committed to equity and opportunity](#). This commitment is fundamental in all district planning, including digital learning.

The Mequon Thiensville School District understands that technology is a critical tool in the pursuit of your child's education. This handbook provides access to policies and resources that will help parents and students understand the expectations of use and care of the district-issued Chromebook.

The Mequon Thiensville School District encourages students to use a variety of resources and technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with the policy and regulations that have been established for technology use in the district. The Mequon-Thiensville School District's aim is to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and opportunity come responsibilities for the teacher, parent, and student. If you have questions or concerns at any time, please don't hesitate to contact your student's teacher or principal.

Students in grades 3-12 in the Mequon-Thiensville School District are issued a Chromebook to support their learning in the classroom and at home. With the distribution of this device, there is a level of responsibility and expectations placed upon district parents and students. Each year, parents are required to review the procedures, guidelines, and expectations as outlined in this handbook and complete an acknowledgment in registration activities before the student is issued a device.



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1. Why Use Chromebooks?

A Chromebook is a device meant for primarily working with Internet-based resources, though it still has a great deal of functionality even when wireless (wifi) Internet is unavailable. The device is relatively inexpensive compared to other technologies on the market, yet it is easy to support while providing up to 10 hours of battery life. Chromebooks utilize Google's suite of applications which are used by every student and staff member at the Mequon-Thiensville School District.

2. Chromebook Distribution

Parents/Guardians and students must sign the Technology Acceptable Use school board policy and sign a confirmation that they have read and received the Mequon Thiensville School District Parent Student Chromebook Handbook before their student will be issued a device. This Chromebook Handbook outlines the procedures and guidelines for families to protect their student while using the Chromebook.

Chromebooks will be distributed to students in grades 3-12 during the first week of school. Students will bring their Chromebooks back and forth to school each day. Students will not share their Chromebook with others.

2a: Probationary Student Privileges for Take Home Devices

The Mequon-Thiensville School District has the obligation to protect the assets of the district. The care of the Chromebooks and their role in the daily learning activities within our classrooms is taken seriously. Based on the criteria below, some students may be required to turn in their Chromebooks to the school ICC or leave them in the classroom at the end of each day instead of taking the device home. A secure location in each building and formal check-in and checkout procedure will take place to protect the equipment and document the processes.

Students who will be included as probationary may be the following:

- A student who is not yet able to handle the responsibilities and expectations of the Chromebook outside of the school environment as determined by parents or school administration.
- Students who have violated the Acceptable Use Policy during the current or previous trimester.

3. Chromebook Collection

All district-owned Chromebooks and chargers must be returned and checked in to the school during the designated return times, usually during the last week of school. Devices will be checked in and inspected for damage at that time. Damage that requires repair parts will result in fees applied to the Infinite Campus student account. See the Technical Support and Repairs section of this document.

Note: Any Chromebook not returned will be considered stolen property. The cost of the device will be charged.



4. District Rules for Chromebook Use

All district technology devices are to be used in accordance with the [Acceptable Use of Technology Resources, Technology Networks, and the Internet](#). An overview of those guidelines, as well as some specific instructions for district Chromebooks, are listed below.

Policy 7540.03 - Student Network and Internet Acceptable Use and Safety

The District shall provide students with Internet access [on campus] in order for them to develop the resource sharing, innovation, and communication skills that prepare them for success. The instructional use of the Internet will be guided by the District's policy on Instructional Materials.

The District will monitor and shall filter online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Nevertheless, the District recognizes that it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. The District reserves the right to review internet history and spot check any device provided to a student for educational purposes, however, the District cannot control the use of personal devices.

The Board directs the Superintendent to prepare guidelines which address students' safety and security while using email, chat rooms, and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The District does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them.

4a: General Guidelines

- Students will have access to all available forms of electronic media and communication which are in support of education and research and in support of the educational goals and objectives of the Mequon-Thiensville School District.
- Students are responsible for their ethical and educational use of the technology resources provided through the Mequon-Thiensville School District.
- Access to the Mequon-Thiensville School District technology resources is a privilege and not a right. Each employee, student and/or parent 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 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 administrator, may be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

4b: Privacy and Safety

- Student use of the Chromebook and Internet is protected and filtered at school, in the home, and wherever a student is using the district-issued Chromebook as configured.
 - Websites that are blocked by the filter may be submitted to the building ICC specialist for review to be accessible.
- Communication through the MTSD Learning Management System (LMS) Canvas, student Gmail and Google Docs are filtered and electronically monitored for safety and security.
- Recommendations for Students:
 - Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
 - Do not open, edit, or share files without permission from the owner or from an unknown individual.
 - Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
 - Do not take pictures or videos of classmates, teachers, or others for use on the Internet. Pictures may be taken for classroom educational use under the direction of the classroom teacher.
 - If you inadvertently access a website that contains inappropriate or offensive material, exit the site immediately and report the event to a teacher.
- Storage is not guaranteed to be private or confidential as all electronic equipment is the property of the Mequon Thiensville School District.

4c: Legal/Intellectual Property

- Recommendations for Students:
 - 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 conduct policy (as contained in student handbooks). 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 may be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, may result in criminal prosecution or disciplinary action by the District.



4d: Electronic Communication

- Mequon-Thiensville School District student digital communication is electronically monitored and filtered for student safety and appropriate use. Building administrators address inappropriate use as needed. Students in grades 6-12 are allowed to use MTSD student email for educational purposes beyond the school district community. All students and parents are encouraged to communicate with staff through the MTSD email.
- Student Expectations:
 - 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 e-mail, chain letters, or spam.
 - E-mail & communications sent/received should be related to educational needs.
 - E-mail & communications are subject to inspection by school officials at any time.

4e: Consequences

- The student whose name is on a system account and/or Chromebook hardware as issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the Mequon Thiensville School District Technology Acceptable Use Policy may result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be accessed at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications may be governed by the Wisconsin Open Records Act; authorities will be given access to their content as needed.

5. Chromebook Usage and Responsibilities

Chromebooks are intended for use at school each day as determined by the teacher. Use will increase as students get older and more independent in their learning. Students who take their Chromebooks home are responsible for bringing their Chromebook to class every day, unless specifically advised not to do so by their teacher(s).

5a: Chromebooks left at home or under repair

- If students bring a damaged Chromebook to school, students may be able to check out a Loaner Chromebook from the ICC (as available). Checking out a loaner for these reasons will be recorded. Repeated incidents may result in disciplinary action.
- If students check out a loaner Chromebook for the day, they are required to return the loaner prior to the ICC closing at the end of the day.
- **Daily loaner Chromebooks will not be allowed to be taken home each night.** Students may inquire at the ICC to request an overnight check-out.



- Students using Loaner Chromebooks are responsible for any damages incurred while the device is in the possession of the student.

5b: Charging the Chromebook

- Because the Chromebook is an integral part of teaching and learning, Chromebooks must be brought to school each day **fully charged**.
- Repeat violations of this policy may result in disciplinary action.

5c: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- The presence of inappropriate content or media may result in disciplinary action.
- Always protect your password. **Do not** share your password. Sharing passwords with persons other than parents is a violation of School Board Policy 7540 [Acceptable Use of Technology Resources, Technology Networks, and the Internet](#).

5d: Account Access

- Students will only be able to log into the Chromebook using their Mequon-Thiensville School District account. Running VPN software or un-enrolling Chromebooks from the district domain is a violation of the AUP.
- Students should always use the Chromebook with their own account and should log out when finished.

5e: Bring Your Own Device (BYOD)

- The District understands that many students in grades 8-12 may already have a personal device that they bring to school for academic purposes. Bring Your Own Device (BYOD) is not a substitute for a District-issued Chromebook. All students will be issued a District Chromebook regardless of a student's preference to use a personal device. In order to ensure a consistent teaching and learning experience and provide technology support, it is imperative that all students use the same device. Students will be required to use district-issued Chromebooks for testing purposes and when directed by District and school personnel.

6.

Managing and Saving Work

- The Google Suite for Education is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms, and more) that enables users to create different types of online documents, collaborate in real-time with others, and store documents and other files online.
- With a wireless Internet connection, users can access their documents and files from any Chromebook or device, anywhere in the world.
- All Google file items are stored online in the Google Cloud environment.
- Chromebooks can seamlessly access the Google Suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store (as installed by the district) and content across the entire web. (Note: The district reserves the right to block any application or website.)



- Students will be instructed on procedures to enable working on documents offline in the event a wireless Internet connection is not available.
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7. Chromebook Care

Each student is responsible for the care of their district-issued Chromebook and charger. Equipment that is broken, or fails to work properly, must be reported to a teacher and taken to the ICC in their school building as soon as possible so that it can be evaluated for repairs. ***Do not take district-owned Chromebooks or equipment to an outside computer service for any type of repairs or maintenance.*** Chromebooks are the responsibility of the student. ***Please work with the district to replace any missing items.***

7a: Cases

- Students in grades 3-12 may purchase a hard case for their Chromebook for extra protection. Look for the following brands: iPearl, Gumdrop, MaxCases, UZBL.
- **NOTE:** Be very careful applying and removing cases - Screens break easily.

7b: General Care

- Please keep food or drink away from the Chromebook or equipment.
- Always insert cords, cables, headphones, and removable storage devices carefully into the Chromebook ports.
- Before transporting your Chromebook, be sure to remove the power cord, headphones, or removable storage devices that you may have plugged in.
- ***Do not carry the Chromebook while the screen is open.***
- Never move a Chromebook by lifting it from the screen. Always support a Chromebook from its bottom with the lid closed.
- Chromebooks must remain free of any writing, drawing, or stickers other than those applied by the District Technology Department. Please **do not** remove any of the labels that are on the Chromebook when given to you.
- Vents **CANNOT** be covered. Chromebooks should never be left in a car, an area exposed to excessive heating or cooling, or unsupervised.
- Students are responsible for bringing their **fully charged** Chromebook for use each school day.

7c: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Chromebooks and their chargers must have a Mequon-Thiensville School District label or barcode on them at all times and this tag must not be removed or altered in any way. If a tag is damaged or removed, students must request a replacement from the ICC as soon as possible.



7d: Storing the Chromebook

- When students are not using their Chromebook, they should store the Chromebook in a secure location such as a locked classroom or locked locker.
- Nothing should be placed on top of the Chromebook or leaned up against the Chromebook when stored in the locker or classroom.
- Students are expected to take their Chromebooks home every day after school.
- Chromebooks should not be stored in a student/family vehicle at school or at home for security and temperature control reasons.

7e: Chromebooks left in Unsupervised Areas

- Under no circumstances should the Chromebook be left unattended unless it is properly secured. Insecure areas include but are not limited to, the school grounds and campus, the cafeteria, computer labs, locker rooms, ICC, unlocked classrooms, and hallways.
- If an unsupervised or unattended Chromebook is found, notify a staff member immediately or bring it to the ICC.
- Unattended Chromebooks will be sent to the ICC for pick up. Disciplinary action may be taken for leaving the Chromebook in an unsupervised location.

7f: Screen Care

The Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen. The following things have been identified as ways that could cause damage to the screens and should be avoided:

- Leaning or putting pressure on the top of the Chromebook when it is closed. This includes using it as a writing desk on your lap.
- Storing the Chromebook with the screen in the open position.
- Placing anything in a carrying case or backpack that will press against the cover.
- Poking the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, earbuds, or papers).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not clean the screen with any solvent or liquids.
- Care should be taken when carrying the device in a backpack or bag.
- Chromebook screens are more likely to get broken when Chromebooks are on a couch, bed or the floor.

NOTE: Many students will be issued a Chromebook with a touch screen. This screen allows for apps to be installed by the district and used as a tablet or iPad. The replacement cost of the screen for repairs is detailed in [Section 9](#).



8. Technical Support and Repairs

Chromebooks are intended for use at school **EVERY** day; because of this, it is very important to get help when it is not working properly.

****Do not take district-owned Chromebooks or equipment to an outside computer service for any type of repairs or maintenance.****

8a: Technical Support at School:

- Technical support will be available first from the classroom teacher.
- Students may also bring the Chromebook directly to the ICC or when an issue cannot be resolved by the classroom teacher.
- If the issue cannot be resolved at the ICC, it will be escalated to the district Technology Department. A Loaner Chromebook will be issued to the student from the school ICC.
- Parents will receive communication detailing the reported issue and the check out of a Loaner Chromebook to their student.
- The technology department will complete:
 - Hardware maintenance and repairs;
 - Coordination and completion of repairs; and
 - Email notification with an invoice of any associated cost of parts for repair, if applicable.

Families experiencing financial hardship are asked to contact Mequon-Thiensville School District's Business Assistant (cleinfelder@mtsd.k12.wi.us) concerning repair costs.

8b: Financial Responsibility for Repairs:

- The district will make every attempt to keep repair costs as low as possible through evaluation of prices from multiple vendors. Parents and students are reminded that all repairs must be made through the district Technology Department and should never purchase parts nor attempt any repairs themselves.
- If the repair necessitates replacement parts that are not under warranty, parents will receive detailed information and an itemized invoice for the cost of repair parts.
- Battery replacement due to damage will incur a cost to parents, but battery replacement needed due to normal use will be covered by the district.

8c: Chromebook Protection Service

Optional Chromebook Protection Service

For a \$20 fee each school year, the district offers an optional Chromebook Protection Service program. This coverage will protect you in the event that a school-issued device is damaged due to drops, surges, spills, and breakage.



9. Parts List Pricing* (as published for the 2022-2023 school year)

Chromebook replacement	\$360
LCD Touchscreen Panel	\$100
Charger	\$25
Back cover	\$35
Bottom cover	\$25
Keyboard	\$30
Hinge	\$28
Palmrest	\$35
Motherboard	\$215
Daughterboard	\$30
Camera board	\$25
Touchpad	\$15
Cable replacement	\$30

Prices subject to change

10. Acknowledgment of Parent Student Chromebook Handbook

Each year, parents are required to review the Parent-Student Chromebook Handbook and complete an acknowledgment of the procedures, guidelines, and expectations as outlined in the Handbook.

The Mequon Thiensville Chromebook Handbook for Students and Parents is a derivative work of [Empower](#) by The Cedarburg School District and is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License.



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