

McHenry High School

VISION 156



INNOVATING FOR THE FUTURE

1:1 Chromebook Program Handbook

2018-2019 School Year



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Vision 156 Innovation Plan

In July of 2016, MCHS embarked on a year of research and planning that would become the “Vision 156” Innovation Plan. The goal of the plan is to systematically modernize the teaching and learning environment in this district to ensure that our students have the 21st Century skills and abilities to have all doors open to them for future college and careers. The plan is comprehensive and includes:

- ❑ District-wide adoption of a learning management system (Schoology)*
- ❑ Addition and modification to curriculum in the form of engaging new course offerings*
- ❑ Improvement of physical spaces around our campuses for learning*
- ❑ Exploration and use of new teaching methodologies that emphasize personalized learning*
- ❑ Addition of professional development opportunities and coaching for teachers*
- ❑ A 1:1 Chromebook Program for students to ensure anytime, anywhere access to learning*

Purpose of the 1:1 Chromebook Program

This program is an instructional initiative that uses traditional instruction as well as 1 to 1 computers to personalize instruction, help our students develop problem solving skills, increase the range of communication skills and allow for greater student choice and exploration of ideas. The 1:1 Chromebook provides the following benefits:

- ❑ Access to Learning for all - anywhere and anytime*
- ❑ Bridging the Digital Divide - our world is increasingly a digital one*
- ❑ College Readiness expectations - all students will be expected to function in a digital learning environment*
- ❑ Career Readiness expectations - all employees will be expected to have a degree of technological aptitude for day to day functions*
- ❑ Ability to change/modify instructional delivery methods of education at MCHS*
- ❑ Engagement/motivation of students responsible for their own learning*
- ❑ Technological capabilities of feeder districts and expectations of parents*
- ❑ Logistical efficiency pose advantages - increased instructional minutes and free up existing computer lab space*
- ❑ Benefits to security when students are issued their own devices*
- ❑ Landscape of textbook industry creates online/replacement opportunities for students and their curricular media*

Chromebook Ownership

McHenry Community High School District 156 retains ownership rights and the student/parent are responsible for the repair fees and fees associated to lost or stolen devices outlined below.

Chromebook Fees

There will be no increase to school fees as a result of the 1:1 Chromebook program for the 2018-2019 school year however, Chromebooks are the responsibility of the students and they are responsible for all loss/damage/repairs of the devices. MCHS offers optional “Orange and Black” coverage to families as a protection against some of the liability that can be incurred. All fees associated with loss, damage, and repair of the devices will be charged directly to the student account.

*** MCHS reserves the right to issue a student a less expensive or used Chromebook in the event of repeated damage or when students demonstrate lack of responsibility.*

Note: The MCHS coverage structure does not cover dishonest, fraudulent, intentional, or criminal acts. These examples could result in 100% of damage or replacement cost to the student/parents and further disciplinary consequences for the student. Cases of theft require a police report and will be investigated.

Standard Structure - No Coverage

Item	Cost to Student/Parent First Incident	Cost to Student/Parent Subsequent Incident
Theft	Cost of the Device (\$375/\$150)	Cost of the Device (\$375/\$150)
Damage/Complete loss	Cost of the Device (\$375/\$150)	Cost of the Device (\$375/\$150)
Keyboard	Cost of Parts (\$20-\$40)	Cost of Parts
Touchpad	Cost of Pad (\$5-\$18)	Cost of Pad
Screen Replacement	Cost of the Screen (\$176-\$100)	Cost of the Screen (\$176)
Battery Replacement	Cost of Battery (\$33)	Cost of Battery
Other Minor Repairs	Cost of Parts	Cost of Parts

MCHS “Orange and Black” Coverage Grades 9/10- \$30 Annually

Device: ACER 751T Spin 11 Chromebook (Replacement Cost approx. \$375)

Item	Cost to Student/Parent First Incident	Cost to Student/Parent Subsequent Incident
Theft	\$100	Cost of the Device
Damage/Complete loss	\$100	Cost of the Device
Keyboard	Covered	Covered
Touchpad	Covered	Covered
Screen Replacement	\$50	\$100
Battery Replacement	Covers One Battery (life of device)	Covers One Battery (life of device)
Other Minor Repairs	Covered	Covered

MCHS “Orange and Black” Coverage Grades 11/12- \$15 Annually

Device: Existing MCHS Chromebook Model

Item	Cost to Student/Parent First Incident	Cost to Student/Parent Subsequent Incident
Theft	\$45	Replacement Cost of the Device
Damage/Complete loss	\$45	Replacement Cost of the Device
Keyboard	Covered	Covered
Touchpad	Covered	Covered
Screen Replacement	\$25	\$50
Battery Replacement	Covers One Battery (life of device)	Covers One Battery (life of device)
Other Minor Repairs	Covered	Covered

Chromebook Process, Rules, and Tips

Parent Responsibilities

MCHS believes that parents are key partners in student learning in the digital world.

Responsibilities that the parent must assume are outlined below:

- Sign the appropriate agreements acknowledging receipt of device and guidelines.*
- Accept responsibility for fees associated with lost or stolen devices in the pilot year.*
- Establish guidelines for chromebook use away from school.*

- ❑ *Monitor student use of the chromebook away from school to ensure that it is being used in an age-appropriate and educational manner .*
- ❑ *Encourage student use in common areas of the home (i.e. living room and kitchen)*
- ❑ *Demonstrate interest in student learning and ask to see examples of student work on the chromebook.*

Receiving Your Chromebook

Students will be issued their chromebook at materials pick-up. Students not attending materials pick-up will pick up their chromebook from the technology office upon completing the registration process with the school registrar. Both students and their parents/guardians must sign the McHenry Community High School District 156 Agreement and the Acceptable Use Policy (AUP) prior to receiving their Chromebook. Once issued to the student, the Chromebook becomes the responsibility of the student until the device is returned to the district.

Withdrawing Students

Students that transfer out of or withdrawal from MCHS must turn in their Chromebooks to the Technology Department Office on their last day of attendance as part of the withdrawal process. Failure to turn in the Chromebook will result in the student being charged 100% replacement cost of the Chromebook.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. They are also responsible to have the Chromebook at school daily with a full charge. If a Chromebook is physically damaged, or experiencing a mechanical problem, the students should take it to the Technology Office for assistance.

Technology Office Locations and Hours

East Campus: Library 7:15am-3:00pm

West Campus: Library 7:15am-3:00pm

Quick tip: if a Chromebook is not functioning properly, the first step is to hold the power button down for 10 seconds, release, and turn it back on. This resolves many problems associated with the device.

General Precautions

- ❑ Chromebooks are the property of MCHS and therefore students **should not place any stickers or decorations** on the Chromebook itself.
- ❑ Chromebooks have several identifying stickers/markings and students should not remove or alter these markings in any way.
- ❑ Chromebooks should never be left unattended except when locked in a secure area.
- ❑ Students should keep their devices protected from food or drinks.
- ❑ Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- ❑ Chromebooks should be kept away from pets.
- ❑ Power cords should not create a tripping hazard.
- ❑ Students should not place heavy things on top of a Chromebook.

Carrying Chromebooks

- ❑ Students should keep the screen closed when not using the device.
- ❑ Book bags containing Chromebooks should be handled carefully.
- ❑ Chromebook cases are optional on the part of the student/parents.
- ❑ If you have a touch/flip device, students should return the device to the original “closed” position when finished working on the device, carrying the device, or placing it in a book bag.

Screen Care

- ❑ The chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- ❑ Students should ensure pens, pencils, flash drives, ear pieces, etc. have been removed before closing the chromebook lid.
- ❑ The screen should be cleaned using a soft, dry microfiber or anti-static cloth.
- ❑ Chromebooks should be stored with the screen closed.

Power Cords and Chargers

- ❑ Power cords are to be used at home for charging and should be stored in a location where animals and furniture cannot cause damage.
- ❑ It is highly suggested that the student purchase an additional AC cord to carry in their bag for charging at school. If a student

chooses to maintain just one AC power cord, then it is advised for the student to keep it in their school bag for charging at school if needed.

Asset Tags/Serial Numbers/Barcodes

- All chromebooks will be labeled with a district asset tag and barcode.*
- The asset tag and barcode should not be modified or tampered with in any way.*

Repairing Your Chromebook

- Each student/parent is responsible for any repairs/loss/damage to their issued chromebook and has the option of purchasing the “Orange and Black” coverage plan.*
- All chromebooks in need of repair must be reported to the technology department office so that a help desk ticket can be submitted and a replacement provided as soon as possible.***
- Chromebook damage deemed to be intentional will be the financial responsibility of the student/parent and the student could face additional disciplinary consequences for damage of school owned property.*
- For hardware replacement expense estimates for intentional damage see Chromebook Care Structure document.*
- MCHS chromebooks should never be taken to a non-MCHS computer service for any type of repairs or maintenance.*

Digital Citizenship and Appropriate Use of the Chromebook

District owned chromebooks are to be used for educational purposes and students are to adhere to the MCHS Acceptable Use Policy and the policies outlined in the MCHS Student Handbook. MCHS expects students to show proper digital citizenship, behave appropriately as an online, connected learner, and report any concerns about online behavior that they encounter immediately to school officials.

Google Data Privacy

MCHS uses Google Apps for Education to support teaching and learning. The tools used are Drive, Docs, Forms, Sheets, Calendar, Slides, Hangouts, and others. MCHS uses Google Gmail for email communication. Google does not retain ownership of any educational student or teacher data under its Google Apps for Education (GAFE)

intellectual property terms and conditions. For more information visit:
<https://edu.google.com/trust/>

Using Your Chromebook Outside of School

Students are encouraged to use their chromebooks at home and other locations outside of school. A wireless (WiFi) internet connection will be required for the majority of chromebook use. Students are bound the the McHenry Community High School District 156 Acceptable Use Policy and other district guidelines whenever they use their chromebooks both inside and outside of school.

Operating System and Security

Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.*
- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.*

Malware Protection

- Chromebooks use the principle of ‘defense in depth’ to provide multiple layers of protection against malware, including data encryption and verified boot.*
- There is no need for a student to use or install additional malware protection.*

Malicious Use

- Students are bound by the McHenry Community High School District 156 Acceptable Use Policy and other district guidelines for all chromebook use.*

Content Filter

The District uses an internet content filter, BLOCKSI, 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 monitored by the district.*
- If an educationally valuable website is blocked, students should contact their teachers to request the site be unblocked.*
- While district filters do operate outside of school, it is the responsibility of the parent/guardian to monitor the student’s appropriate use of the chromebook outside of the district.*

- ❑ *Students may only use or access district-issued technology outside of school with parental or guardian supervision.*
- ❑ *The district is not responsible for unacceptable use of district-issued technology by students at any time, including outside of school, although students may face disciplinary consequences for such misuse under this and other district policies.*

Software

Google Apps for Education

- ❑ *Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Drive, Docs, Sheets, Presentations, Drawings, Forms, etc.*
- ❑ *All student work is stored in the cloud.*

Chrome Web Apps and Extensions

- ❑ *Students are allowed to install appropriate educational Chrome web apps and extensions. The MCHS Acceptable Use Policy applies to all Chrome web apps and extensions individually added by the student.*
- ❑ *If a student has questions about whether an application is appropriate for school, he/she may ask a teacher or an administrator in the building.*

Use of Content/Adding Content on the Chromebook

Students will be limited in their ability to download and install applications and extensions on district-owned chromebooks. Teachers may request that educationally relevant applications be “whitelisted” by our technology department provided that the tools do not pose a threat to student security or that of the district network.

Chromebook Identification and Monitoring of Chromebooks

The district will maintain a log of all students and assigned chromebooks. The log includes the chromebook serial number, District 156 asset tag number, barcode, student name, and the local student ID.

- ❑ *Anyone using a MCHS chromebook, using district equipment and/or District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.*
- ❑ *Monitoring Software - Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the*

screens and activity on a student chromebook. This allows teachers to review students class work and school officials to ensure student safety.

Expectations for Using Your Chromebook at School

Students are required to adhere to and are bound by the MCHS Acceptable Use Policy and other district guidelines for all Chromebook use.

Charging Chromebooks

- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.*

Backgrounds and Themes

- Students may set school appropriate backgrounds and themes for their Chromebook.*
- Students choosing inappropriate media will be required to remove it and may be subject to disciplinary action.*

Content Filtering

- All McHenry Community High School District 156 chromebooks will use the same content filter used on all District 156 school computers.*
- Chromebooks used at home or on public wireless will have all internet activity monitored by MCHS. District filters do operate outside of school. It is the responsibility student to use the chromebook for educationally related purposes and avoid inappropriate websites.*

Sound

- Sound should be muted at all times unless permission is obtained from a teacher.*
- Headphones/earbuds may be used at the discretion of the teachers.*
- Students should have their own personal set of headphones/earbuds for sanitary reasons.*

Camera

- Many Chromebooks have a built-in webcam. This camera may be used for instructional purposes directed by classroom teachers (i.e.*

distance learning, Skype, video response in Schoology, etc). Unauthorized videotaping may be subject to discipline as identified in the MCHS Student Handbook. Device cameras should never be used in restrooms or locker rooms.

Printing

- ❑ *Students will be encouraged to digitally publish and share their work with their teachers and peers. If a student needs to print a document, he/she will need to go to the library, log into a computer and Google Drive to print.*
- ❑ *Students are encouraged to meet their printing needs at home.*

Use in Class

- ❑ *Students are allowed to use chromebooks in class subject to the direction and discretion of the teacher.*

Logging into a Chromebook

- ❑ *Students will log into their chromebooks using their school issued Google Apps for Education account.*
- ❑ ***Students should never share their account passwords. Doing so is a violation of the AUP.***

Managing and Saving Your Digital Work with a Chromebook

- ❑ *The majority of student work will be stored in Google Drive and can be accessed from any computer with an internet connection and most mobile internet devices.*
- ❑ *Some school related work may be saved on other cloud-based applications. Teachers will advise students on saving work.*
- ❑ *MCHS cannot be responsible for the loss of any student work. Students are encouraged to maintain backups of their important work by saving it on a thumb drive.*
- ❑

You are participating in McHenry School District #156 1:1 Chromebook Program. The chromebook you will receive is the property of McHenry School District #156. There are certain responsibilities that you have as a student of McHenry School District #156 in regards to using the chromebook that will be issued to you. The responsibilities, guidelines, and rules are in McHenry's 1:1 Chromebook Policy. You must read and agree to the terms of the 1:1 Chromebook Policy. The entire policy is posted on the district website or you may request a printed copy of the policy from the school.

1:1 Chromebook Policies are Summarized Below:

- This chromebook is assigned to students for school use throughout the school day. Students are encouraged to use it for classwork when it is appropriate. Each teacher will govern when the chromebook is needed and can be used in his/her classroom.*
- The chromebook is a learning tool so it will not be used 100% of classroom time.*
- Make sure your chromebook is charged and ready for use at the beginning of each school day. We do not have the capacity to allow you to charge your device at school. You are expected to bring your chromebook to school each day and to all classes unless specifically advised not to do so by the teacher.*
- It is expected that students protect their chromebook at all times. Do not leave your chromebook in places where it may be damaged, stepped on, sat on, or stolen.*
- Use this chromebook for academic purposes only.*
- Respect teachers' instructions regarding the use of your chromebook.*
- No personalization will be allowed no stickers, markers, or writing of any kind on the device itself.*
- Follow the MCHS computer acceptable use policy, District 156 student handbook, and all applicable local, state, and federal laws.*
- If you need technology support, the chromebook must be taken to technology department as soon as possible so that the chromebook can be assessed and fixed properly. All repairs are to be made by the District 156 technology department.*
- Students are NOT to attempt to repair their own chromebook. Students are also not to take their chromebook to an outside source to be fixed.*
- If your chromebook needs repair:*
 - A loaner chromebook may be issued to you while you leave yours for repair with the technology department.*
 - In order to obtain a loaner chromebook show current student ID. You will be responsible for any damages to or loss of the loaner.*
 - Chromebooks on loan to students having their devices repaired may be taken home if the chromebook being repaired was allowed to be taken home.*
 - A member of the technology department will notify you when your chromebook is repaired and ready to be picked up.*
 - All repairs must be paid for before the device is returned to you.*

- ❑ *When your Chromebook is repaired, you must return your loaner to receive your original Chromebook.*
- ❑ *If you forget your Chromebook or attend school with an uncharged Chromebook:*
 - ❑ *A loaner chromebook will be issued to you by the technology department.*
 - ❑ *In order to obtain a loaner chromebook, show CURRENT STUDENT ID. You will be responsible for any damages to or loss of the loaner.*
 - ❑ *The loaner must be returned DAILY.*
 - ❑ *Students needing a loaner Chromebook should acquire the loaner prior to the start of first period at each building.*
- ❑ *Students will NEVER share their chromebook or chromebook charger with another student.*
- ❑ *McHenry School District #156 will monitor the use of all chromebooks at all times including both inside and outside of school. A wifi connection is needed for most work. However, there is a way to use Google docs, sheets, and slides in a offline mode if needed. Students are bound by McHenry District 156 Acceptable Use Policy, 1:1 policy and regulations wherever they use their chromebooks.*
- ❑ *Students may not install any other operating system on their chromebook. The chromebook operating system, Chrome OS, updates itself automatically. There is no need for additional virus protection.*
- ❑ *Chromebooks are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or videos at school should only be done for instructional purposes as directed by the teacher. No pictures of students or staff are to be posted on any social media platforms without permission of staff.*
- ❑ *Refer to the Proper Care section of the 1:1 policy for rules and guidelines on how to ensure a long life expectancy of your chromebook.*
- ❑ *Use of the chromebook provided you by the school district is a privilege, not a right.*

School Based Discipline:

The discipline policies at both Campuses encompass the one-to-one environment.

Classroom Interventions:

For low level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Consequences:

Any violation of the District 156 Acceptable Use Policy may result in consequences consistent with the District's Student Behavior Policy and disciplinary guidelines in the Student Handbook. MCHS may remove a user's access to the network without notice at anytime if the user is suspected of engaging in any unauthorized activity. McHenry High School equipment is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation and/or loss of this privilege.

Examples of Unacceptable Use, not limited to, the following:

- Using the network for illegal activities, including copyright, license or contract violations*
- Unauthorized downloading or installation of any software including shareware and freeware*
- Manipulating settings.*
- Exchanging parts.*
- Using the network for financial or commercial gain, advertising, or political lobbying*
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments*
- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited*
- Gaining unauthorized access anywhere on the network*
- Revealing the home address or phone number of one's self or another person*
- Invading the privacy of other individuals such as unauthorized videotaping or photographing staff or students, posting inappropriate material on social media, or accessing another student's account or information.*
- Using another user's account or password, or allowing another user to access your account or password*
- Coaching, helping, observing or joining any unauthorized activity on the network*
- Posting anonymous messages or unlawful information on the network*
- Participating in cyberbullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous*
- Falsifying permission, authorization or identification documents*
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network*
- Knowingly placing a computer virus on a computer or network*

- ❑ *Attempting to access or accessing sites blocked by the McHenry #156 filtering system*
- ❑ *Downloading music, games, images, videos, or other media without the permission of a teacher*
- ❑ *Sending or forwarding social or non-school related email*



We hope all MCHS students enjoy every aspect of the Vision 156 Innovation Plan and 1:1 Chromebook program. Our goal is for each student to find the highest level of educational success possible and become college and career ready for the 21st Century!