

MPS

MONSON PUBLIC SCHOOLS

Chromebook Information Guide

SY 2019- 2020

Information Guide Overview

This information guide is intended to provide essential information about the use of student Chromebooks issued by Monson Public Schools. The 1:1 Chromebook Initiative provides exciting learning opportunities that incorporates the use of technology in the classroom and at home.

Please read the following important guidelines in this information guide. It is important that parents/guardians and students understand and abide by the policies and procedures set forth in this information guide.

The following conditions are a summary of some of the most important concepts outlined in this information guide:

- Monson Public Schools issues Chromebooks to students for educational use only.
- The Chromebook comes with a built-in camera that should only be used for educational endeavors as instructed by a teacher. See page 15 for details.
- Chromebook Protection Insurance is recommended and can be purchased for **\$40** per year. Chromebook damage that is either intentional or the result of gross negligence is not covered by Chromebook Protection Insurance. See page 10 for details.
- There are fees associated with damaging or losing the Chromebook if the Chromebook Protection Insurance is not purchased or if damage is the result of an intentional act or gross negligence. These fees are listed on pages 10.
- Monson Public Schools Chromebooks not returned when students transfer, withdraw and or graduates may be considered stolen.
- Internet content is monitored and filtered on all MPS computers. This includes use at school and at home See Section E page 14 for details.
- Certain activities are monitored and filtered when students are logged into a G Suite for Education (GSFE) account, even on personal devices. Students should log out of their GSFE account when it is no longer in use to avoid unintentional monitoring and filtering of activities on the personal device.
- Parents/guardians are ultimately responsible for all activities involving the Chromebook while the student is away from school. See page 7 for details.
- If a Chromebook needs to be repaired, the student must report the need for repair to the school's main office as soon as possible. The student's report must be filed and the required paperwork completed within 5 school days from the time of damage. See page 11 for details.
- If a Chromebook is lost, it is the student's responsibility to report it to the school's main office. An invoice will be generated by the Technology Department to cover the cost of the Chromebook and case. The student will be provided with a loaner Chromebook for up to 5 days. All checks will need to be made out to "Town of Monson".
- This information guide should be read carefully by students and parents/guardians. The agreement form at the end of this guide will need to be reviewed and signed by both the student and parent/guardian, and returned to the school's main office.

Terms of Use

Acceptable Use: All students must comply at all times with the MPS Network, Internet, E-Mail, and Acceptable Use Policy found page 21-23 of this Chromebook Information Guide and in the MPS Student Handbook, along with the other guidelines outlined in this Chromebook Information Guide. Failure to comply may result in disciplinary action and could also result in suspension or termination of access to the Chromebook and other district technology resources effective immediately.

Liability: If the Chromebook is intentionally damaged, lost, or stolen, the parent/guardian may be responsible for the cost of repair or the replacement value on the date of loss. If the optional Chromebook Insurance Protection is not purchased, if the damage/loss is the result of an intentional act or gross negligence, and in other instances outlined in this information guide. In the case of theft, the parent/guardian or the student must immediately file a report with the appropriate authorities and notify the MPS Technology Department. If the Chromebook is lost or damaged due to an intentional act (or failure to act) or gross negligence, the parent/guardian will be responsible for the cost of repair or replacement. Chromebooks not returned when a student transfers, withdraws or graduates from the District, it may be considered stolen. The District may involve legal authorities in recovering District property and theft charges may be filed.

Repossession: If the student and/or parent/guardian does not comply in a timely manner with all terms of this agreement, Monson Public Schools reserves the right to request the return of Monson Public Schools' property at any time.

Scheduled Evaluations: Each Chromebook may be randomly checked to verify condition and compliance with District policies.

Guidelines

Only a MPS Chromebook will be permitted for use at school on the network. Students may not bring in or set up their own device. Students are only permitted to connect to the MPS network with their personal device(s) (i.e. smart phone, iPad, Kindle, etc.) using the MPS Guest network; however, MPS Chromebooks may not be connected to the MPS Guest network.

Students have no expectation of privacy in any content, material, or other information stored on, accessed or transmitted from, or used with the Chromebook, whether at school or at home. The Chromebook belongs to Monson Public Schools, and appropriate district and school officials may monitor a computer or access its contents at any time, for any reason, without notice.

If technical issues arise, students must notify a teacher to have the Chromebook returned to the school's main office or the MPS Technology Department immediately.

Each Chromebook is identified by its serial number and assigned to an individual student. Students are responsible for their assigned Chromebook, charger and case.

Chromebooks shall not be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds, the cafeteria, locker rooms, the library, unlocked classrooms, hallways, and any place outside of school that is not the student's home (e.g., in a vehicle). Any computer left in these areas will be collected by staff and taken to the school's office. Disciplinary action may be taken for leaving a Chromebook in unsupervised areas.

Files may not be deleted by anyone other than the original creator/owner of the file. Deletion of certain files can affect the performance of the Chromebook and can interfere with the student's ability to complete classwork, which may affect the student's grades.

Only the MPS Technology Department shall provide service to a MPS Chromebook. No outside computer services shall be used for any type of repairs or maintenance. District installed settings shall not be deleted or altered including resetting the Chromebook to factory default or placing the Chromebook in developer mode. Adjusting the settings on any Chromebook, yours or someone else's may result in disciplinary action.

All use of the Internet must comply with District guidelines, policies, and applicable law. Log files are maintained on each Chromebook with a detailed history of all Internet sites accessed and are subject to review by the District, regardless of whether the sites are accessed by the authorized student user or another person.

All Chromebook files are subject to review by the District. Disciplinary action may be taken for violations of district guidelines and the District may report violations of law to appropriate law enforcement authorities. Parents/guardians and students should be aware that certain activities are monitored and filtered when students are logged in to a G Suite for Education (GSFE) account, regardless of the device used to log in. If a student logs in to his or her GSFE account on a non-MPS device (e.g., a personal computer at home, cell phone, etc.), he or she must log out of the GSFE account when it is no longer in use. Failure to do so could result in unintentional monitoring and filtering of activities on the non-MPS device for non-school purposes by the student or other individuals.

Student Responsibilities

As the primary users, students have specific responsibilities when using their Monson Public Schools-issued Chromebooks:

- At all times, students are responsible for their assigned Chromebooks, whether at school or at home.
- Students are responsible for bringing their Chromebooks fully charged to school every day.
- Students are responsible for using only their assigned MPS-issued GSFE account. Students may not share their password with other individuals.
- Students must leave their Chromebook in its case when traveling between classes or to and from school.
- Students should not loan their Chromebook or peripheral items to another student for any reason.
- Students may not play games, load or download any software, music, pictures, etc. on the Chromebook unless instructed by a teacher to do so.
- When a Chromebook is damaged, lost, or stolen, the student must immediately notify the main office and submit the required paperwork no later than 5 school days after the discovery of the issue or incident.
- Do not hack or reset your Chromebook.
- Do not download unauthorized extensions or other unauthorized software or play games.
- If a student adds any unauthorized items to the Chromebook, the student will be required to return the Chromebook. The District may place certain restrictions on the student's use of or access to District technology.
- Students shall use the Chromebook camera responsibly and with good judgment, as required under District policies and the Student Handbook.
- Use your cloud storage (Google Drive) responsibly.
- If you must leave your Chromebook unattended, make sure it is in a secured location (i.e. locked classroom or locker).
- Do not place decorations (stickers, markings, writing, etc.) on the Chromebook or the MPS- issued case.
- Do not log into your personal Google account on the Chromebook or use someone else's login on the Chromebook or any other device. This also includes Gmail accounts.
- Do not add a credit card or set up Google Wallet to make any purchase, such as music or unapproved apps/extensions.

Parent Responsibilities

- Parents/guardians must review with their student the Network, Internet, E-Mail, and Acceptable Use Policy on pages 21-23 of this Chromebook Information Guide and on pages 22 and 23 of the MPS Student Handbook.
- Parents/guardians are responsible for monitoring their student's use of the Chromebook while at home and away from school at all times.
- Parents/guardians are responsible for monitoring their student's activities on the internet on a regular basis.
- Parents/guardians should regularly inspect their student's device and encourage them to report items that need to be fixed.
- Parents/guardians should ensure that their student returns all items when their student withdraws or graduates from Monson Public Schools.

Cases

All students must use a MPS-provided case with their issued Chromebook. MPS provided cases are designed especially for use with each individual Chromebook model, and Monson Public Schools will confiscate a student's Chromebook if the student is not using the appropriate, MPS-provided case for the student's Chromebook.

MPS-issued cases must be returned upon the student's transfer, withdrawal, or graduation from Monson Public Schools. MPS-issued cases may not be decorated or altered in any way and must be kept in acceptable condition, meaning the physical condition of the case is fully usable as it was originally intended to be used. Cases returned with excessive spills, stains, or excessive wear and tear will not be considered to be in acceptable condition.

Repair Costs

All Chromebooks are issued in good working order. Students are expected to keep the Chromebook and all peripheral items in good condition. Failure to do so may result in out-of-pocket costs summarized in the tables on page 11, disciplinary action, and suspension or termination of access to the Chromebook and other District technology resources. Monson Public Schools reserves the right to monitor incidents of loss/damage to the Chromebook or peripheral items during the school year and take appropriate action in response to excessive or repeated incidents of loss/damage. All monies owed must be paid in full before a Chromebook will be issued. The District reserves the right to withhold instructional materials, other technological equipment, and a student's records until all Chromebook monies owed are paid in full.

Chromebook Protection Insurance (CPI):

This coverage may be purchased through the school for \$40.00 (non-refundable) per year by the parent/guardian. This coverage is payable at the start of each school year, or in special cases, alternative payment arrangements may be made with the MPS Technology Department or the cost of CPI may be waived or reduced for certain eligible students. CPI covers up to two incidents of accidental loss and/or damage to the Chromebook per year with no repair/replacement cost to the student. The following are not covered by the CPI, and will result in costs charged to the student as set forth in the sections below:

1. Chromebook loss or damage that is either intentional or the result of gross negligence.
2. Loss or damage to the Chromebook that occurs after 2 incidents of accidental loss or damage per year.
3. Any loss or damage to peripheral items (power adapter, case, internal batteries, and other components or accessories used with the Chromebook such as mice).

Not Covered by CPI

Below is a table of common repair costs. If the Chromebook Protection Insurance is not purchased, the parent/guardian will be charged the full repair or replacement cost.

Cost of Repair Without Insurance				
HP Chromebook 11 G5			HP Chromebook 11 G6 EE	
Chromebook	\$185		Chromebook	\$220
Charger	\$30		Charger	\$40
Screen	\$35		Screen	\$35
Keyboard	\$40		Keyboard	\$50
Mouse	\$12		Mouse	\$12

* Monson Public Schools will not accept 3rd party replacement parts, except those purchased by MPS through our certified reseller.

Reporting Damage, Loss or Theft

Students will have 5 school days after an incident, or discovery of an incident, to report any damage, loss, or theft to the school's main office through the Ticket System. Students will be required to answer a series of questions to help gather more information about what happened and/or what is wrong with their Chromebook and provide a case number, if applicable. If the device was damaged/destroyed in an incident away from school, the student will need to provide a case number from the appropriate authorities (for example, if the device is damaged/destroyed in a fire, the fire department case number should be provided). After the student has turned in a Ticket Request, the student should back up any items on the Chromebook, if possible, and bring the Chromebook to the school's main office.

If a student thinks that their Chromebook was lost or stolen at school, they need to go to the school's main office and fill out a "Missing Device Report" within 5 school days.

If a student thinks that their Chromebook was lost or stolen at home, they need to immediately file a report with the appropriate authorities and then go to the school's main office and fill out a "Missing Device Report" (including a case number from the appropriate authorities) within 5 school days.

The District may issue a replacement Chromebook to the student, if available.

Failure to report damage, loss, or theft in timely manner (including, when applicable, filing a report with the appropriate authorities and providing a case number to Monson Public Schools) impairs the ability of MPS to seek available remedies for lost, stolen, or damaged/destroyed devices and may result in the parent/guardian being charged the full repair or replacement cost.

Care

Students are responsible for the general care of their Chromebook. Chromebooks that are broken or fail to work properly must be taken to the school's main office, where a [Chromebook Work Ticket](#) will need to be filled out and attached to the Chromebook.

Please follow these precautions:

- Do not place food and/or liquids near the Chromebook.
- Do not stack any objects on top of the Chromebook.
- Never attempt to repair or reconfigure the Chromebook or any peripherals.
- Do not write, draw, stick, or adhere anything to the Chromebook.
- Do not decorate the Chromebook using markers, personalized stickers, etc.
- Keep the Chromebook and other electronic storage media away from electromagnetic fields, such as stereo speakers, that can erase or corrupt your data.
- Do not expose the Chromebook to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the Chromebook in any vehicle.
- Do not obstruct the Chromebook's vents, and do not place the Chromebook on surfaces such as paper or carpet while it is turned on or charging.
- Chromebooks are not to be used on MPS buses.
- Chromebooks are not to be used in the cafeteria unless directed by a MPS staff member.
- When walking from class to class, the Chromebook must be properly closed and stored in the case.
- Do not charge the Chromebook while it is inside of the case.
- Do not leave a power cord plugged in to the Chromebook while in a backpack. This may cause damage to the Chromebook and poses a safety hazard.

Example:

		Date Received	Date Returned
CHROMEBOOK WORK TICKET			
TO BE COMPLETED BY STUDENT / TEACHER			
Print Name: First _____ Last _____		Location <input type="checkbox"/> QHCS <input type="checkbox"/> GVMS <input type="checkbox"/> MHS <input type="checkbox"/> CBO	
		Homeroom Teacher _____ Room # _____	
Description _____ _____			
TO BE COMPLETED BY TECH DEPARTMENT			
Make _____	Model _____	Serial # (Alt + V) _____	
Repair Notes _____ _____			
Job Status <input type="checkbox"/> Completed and Returned <input type="checkbox"/> Replaced w/ Serial# _____			
Maintenance provided by: _____		Date: _____	

The following sections cover specific information on the Chromebook and Monson Public Schools' Policies and Procedures.

A. Screen Care:

The Chromebook screen is particularly sensitive to pressure. Extreme care must be taken to protect the screen from accidental damage.

- Do not place anything on top of the Chromebook or lean on it when it is closed.
- Do not place anything in the case that may press against the cover of the Chromebook including paperwork.
- Do not poke the screen with anything. Your finger is the only means that should be used to interact with the Chromebook.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, paper clips, stapled papers, etc.).
- Do not use any cleaning solution to clean the screen. Common cleaners such as Windex and 409 will damage the LCD screen. If your screen needs to be cleaned, please stop by the school's main office.

B. Camera:

The Chromebook comes with a built-in camera. When the camera is in use, an indicator light will illuminate. The Chromebook camera should only be used for educational endeavors as instructed by a teacher. Unless directed by a teacher for instructional purposes, the Chromebook camera shall not be used for inappropriate or unsafe activities, including, but not limited to:

- Taking photos or recording videos at school;
- Taking photos or recording videos of inappropriate, obscene, or other illegal material or content;
- Posting photos or videos online or sending photos or videos via email, etc., especially to a stranger;
- Taking and/or manipulating photos or videos for non-educational purposes or to embarrass others; or
- Video chatting.

Improper use of the Chromebook camera may result in disciplinary action, suspension or termination of a student's use of the Chromebook or other District technology resources, and/or criminal penalties.

C. Ethics/Legal:

Students will have access to many types of online media and are expected to comply with trademark and copyright laws as well as license agreements.

- Plagiarism (representing someone else's works or ideas as your own), whether from a book, another student's paper, the Internet, or other source, is dishonest. Students shall not copy or reproduce the work or material of another unless expressly permitted. If use of another's material is permitted, all sources used should be cited and within the guidelines for the type of media used.
- Use or possession of hacking software is strictly prohibited. Possession or transmission of any material that is in violation of any federal or state law is unacceptable conduct. This includes, but is not limited to confidential information, copyrighted material, threatening, obscene, or pornographic material or material that is harmful to minors, and computer viruses.
- Violation of applicable state or federal laws may result in disciplinary action by the District and Monson Public Schools may report such violations to law enforcement and assist law enforcement authorities as necessary to investigate such violations.

D. Security:

Various security measures are used on Monson Public Schools' Chromebooks. Security measures are not only used to protect Monson Public Schools' assets, but measures are also taken to protect Monson Public Schools' students. Security is in place on each system to prevent certain activities and certain types of downloads (including extensions and apps). There are also built in layers of protection against malware and security attacks on the Chromebook. See Student Responsibilities on [Pages 4 and 5](#) for additional information.

E. Filtering:

Internet filtering software automatically filters all access to the Internet through District technology resources. While at home, Internet content will continue to be filtered while students are logged in to their Monson Public Schools' GSFE account on the Chromebooks or any other device, including non-MPS devices, to access the Internet. Since no filtering software can filter 100% of improper content, parents/guardians are responsible for monitoring their child's access to the Internet when the student is at home. Students who log in to their Monson Public Schools' GSFE account on a non-Monson Public Schools device will continue to be filtered as long as they are logged in. Students must log out of their Monson Public Schools' GSFE account before others use the non-Monson Public Schools device to ensure that their Internet use will not continue to be filtered and monitored.

F. Online Resources:

Students will be expected to use some online resources as part of their course curriculum under the supervision and guidance of their teachers. These tools may include G Suite for Education (GSFE), Google Classroom, Portal, ST Math, Wonders, Big Ideas, Go Math, PLTW and others. Please see section K on page 15 for more information on GSFE. Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Massachusetts State Standards.. These tools are hosted on the Internet, making some student work and information relating to students visible to parents/guardians, relatives, and in some circumstances, other Internet users around the world.

When using online resources, safeguards are in place to protect and assure the safety of students. In some instances, individual or identifiable profiles may be used that are open to the public. Public viewing or commenting might occur on district-approved sites. Classroom lessons or projects may require certain student information to be made available on the Internet. Use of these tools must be in accordance with MPS Policies and Procedures including but not limited to the Acceptable Use Procedures.

G. Internet Access at Home:

Monson Public Schools is not responsible for providing Internet access outside of designated Monson Public Schools' facilities. In order to access the Internet from home, you must have an Internet service provider. If you have an existing wireless access point, the Chromebook can join your home wireless network.

H. Returning Items:

All peripheral items, such as the power adapter and case are required to be returned with the Chromebook when a student transfers, withdraws, or graduates from Monson Public Schools. Failure to return the Chromebook or any peripheral item(s) may result in a hold being placed on a student's records. In order to clear the hold, the student must return all items or pay replacement costs prior to the end of the school year. Returns will not be accepted after the last day of school.

I. Contesting Charges:

Charges will be assessed to students when a Chromebook is not covered under the CPI or a peripheral item collected is damaged. Damaged items are available for a parent to review for one week after the student transfers, withdraws, graduates, or the school year ends (whichever is earlier). After that, the damaged items will be repaired, destroyed, or disposed of properly and there will not be an avenue for the parent to contest the damage. Any appeal of contested items needs to be addressed to the building principal in writing within two school days.

J. Repair Downtime:

Monson Public Schools is committed to student use of technology to aid academic success. When a student's Chromebook is being repaired, there are a few options available for continued use of technology:

- *Network Cloud Storage (Monson Public Schools' Google Drives):*
All students have a Google Drive in which to store digital files. Students should save important work in their Google Drive so that they can access their work from any computer connected to the Internet.
- *Chromebook Replacement*
If a student's Chromebook is damaged, it will be repaired or replaced as quickly as possible. If available, a replacement Chromebook may be issued. The policies outlined in this information guide also apply to replacement Chromebooks. A replacement Chromebook may not be provided if the damage or loss is determined to be intentional or the result of gross negligence.

K. G Suite for Education (GSFE):

Students will receive access to G Suite for Education (GSFE) through individual, District-provided GSFE accounts. GSFE is a suite of products (word processing, spreadsheets, presentations, etc.) that enables collaboration with other students in real time and provides a place to store documents in a cloud environment. Access to these documents and files is available from any device that has access to the Internet. Use of GSFE may require the collection of students' personal information for the purpose of providing GSFE services to Monson Public Schools and its students. Google's information practices regarding GSFE may be found at: <https://www.google.com/edu/trust>

1:1 Program Definitions

One-to-One Initiative (also abbreviated 1:1): program where the ratio of students to computers is one to one. In Monson this program is in place at all of our schools.

Products We Use:

- **App:** Application, or App, is a program that is installed on a Chromebook.
- **Chrome:** the browser students will use to explore the Internet.
- **GoGuardian:** monitoring software that allows teachers to view and take control of student Chromebooks as well as interact with them via polls, etc.
- **Extension:** an add-on component that enhances the Chrome browser.
- **G Suite for Education (GSFE):** the set of applications that students will use on their Chromebook. Each student will receive a Monson Public Schools issued GSFE account.
- **Google Classroom:** a specific GSFE app that will be used as an Learning Management System.
- **Google Drive:** cloud-based storage that is accessible from any device with Internet access where students can save their files. It connects directly to the Google suite of products.
- **Learning Management System (LMS):** where students will input digital assignments and use collaborative learning tools in each course.
- **Office 365:** the way that students will access Office 2019. Students can activate it up to 5 different devices.
- **Power Management:** software activated after school hours to help students conserve energy by turning off their computers after periods of inactivity.
- **My School Bucks:** the website where parents can pay fees online including CPI.
- **Rediker:** our Student Information System (SIS) that has many components including a gradebook, parent registration, and course schedules.
- **Spiceworks Ticket System:** the online system where you can submit a Work Order Request (WOR) for a damaged or malfunctioning Chromebook. The Work Order System is only available while you are in a MPS Building.

Hardware:

- **Chromebook Protection Insurance (CPI):** a plan purchased through Monson Public Schools by parents/guardians to cover certain loss or damage to their Chromebooks.
- **Case:** a MPS issued case specifically designed to protect your model of Chromebook. Please keep your device in the MPS issued case when moving about with your Chromebook.
- **Identification Tag:** identifies to whom the Chromebook is issued and it must remain intact at all times. A label with the student name is adhered to the Chromebook and a card with the student name is placed inside of the case. Both tags must remain intact.
- **HP 11 G5 / HP 11 G6 EE:** the Chromebook models that majority of our students have in our 1:1 program.
- **Peripheral Items:** power adapter, case, internal batteries, and other MPS-issued components or accessories used with the Chromebook.
- **Power Adapter:** each student is provided one power adapter. Please make sure to keep track of your power adapter. If you lose it, you are responsible for paying the cost of replacing it.
- **Touch Screen:** allows you to use your finger and gestures to control your Chromebook. A select few Chromebooks in district have this technology installed.

1:1 Program Definitions

- **Wireless:** wireless access is available outside all MPS buildings if you do not have wireless access at home; you can also connect to most public Wi-Fi networks.

People:

- **Technology Department:** the department in charge of managing the District's Chromebooks.
- **Technician:** a technician is located in each building, and is available to assist students and teachers with technology requests and repairs. The fastest way to get a Chromebook issue resolved, is to turn in a Chromebook Work Ticket and bring it to the school's main office.

Network, Internet, E-Mail, and Acceptable Use Policy

The MPS District Technology Network, which includes access to the World Wide Web and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The MPS District intends to utilize this computer network, along with all of its other educational resources, to fulfill its ultimate goal of preparing students for success in life and work.

To this end, the computer network will be used to facilitate communication between and among students, staff and parents, enhance productivity, assist staff members in upgrading and acquiring skills through a broader exchange of information, and to provide information to the community including parents, government agencies and businesses. The computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

The following rules apply to the use of the MPS District computer network:

1. Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the MPS District. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges and may also result in other disciplinary action consistent with the disciplinary policies of the MPS District and the applicable provisions of any governing collective bargaining agreement. Users should also be aware that violation for these rules that constitutes a crime may also result in criminal prosecution.
2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:
 - a. Placing unlawful and/or inappropriate information on a system.
 - b. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing, bullying or otherwise objectionable or criminal language in a public or private message.
 - c. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
 - d. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "list-serves" or "newsgroups" without prior permission, or using the Internet for access for any other personal use, without prior permission.
 - e. Participating in other types of use which would cause congestion of the network to interfere with the work of others.
 - f. Using the network in a manner that would violate any U.S. or state law. This includes, but it is not limited to, copyrighted material, threatening material and spreading of computer viruses.
 - g. Accessing or transmitting materials that are obscene, sexually explicit, or pornographic and accessing any prohibited sites on the Internet.
 - h. Revealing one's own personal address or telephone number.
 - i. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.
 - j. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
 - k. Attempting to harm, modify or destroy data of another user.

Network, Internet, E-Mail, and Acceptable Use Policy

6. The MPS District strongly condemns the illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users must be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.
7. The MPS District reserves its right to seek restitution from any user for costs incurred by the district, including legal fees, due to such user's inappropriate use of electronic resources.
8. All system users are responsible to notify their teacher, or a system or building administrator, upon discovery of a security breach, information or messages that are dangerous, inappropriate or make them feel uncomfortable.

Student Agreement

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the Acceptable Use Procedure and Agreement and the rules stated in the this Information Guide. Should I commit any violation or in any way misuse my access to the District's computer network and the Internet, I understand and agree that my access privileges may be revoked and school disciplinary action may be taken against me.

User is:

18 or Older

Under 18

If I am signing this agreement when I am under 18, I understand that when I am 18, this agreement will continue to be enforced and agree to abide by this agreement.

Student Name: _____ Graduation Year: _____

Student Signature: _____ Date: _____

Parent / Guardian Agreement

To be read and signed by parent or guardian of students who are under 18 years old:

As the parent or guardian of this student I have read, understand, and agree that my child or ward shall comply with the terms of the school district's acceptable use procedure and agreement and the rules stated in the this Information Guide for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school district to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the procedure and agreement. I am therefore signing this procedure and agreement to indemnify and hold harmless the Monson Public School District against all claims, damages, losses, and costs of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing procedure and agreement. Furthermore, I accept full responsibility for supervision of my child's or ward's use of his or her access to account if and when such access is not in the school setting. I hereby give permission for my child to use the building-approved account to access the school district's network and the Internet.

Parent 1 / Guardian 1 Name: _____

Parent 1 / Guardian 1 Signature: _____

Date: _____

Parent 2 / Guardian 2 Name: _____

Parent 2 / Guardian 2 Signature: _____

Date: _____

Chromebook Protection Insurance Form

To ensure that the district is able to repair damaged Chromebooks and provide loaners at all times for students experiencing problems, Monson Public Schools provides Chromebook insurance.

One form per student is required.

Student Name: _____	Student ID#: _____	Grade: _____
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MPS Chromebook Insurance covers the cost of any accidental damage to a student’s school-issued Chromebook according to the terms on the back side of this page. MPS Chromebook Insurance does not cover intentional misuse, abuse or neglect by any household members.

Because we cannot repair the power adapter, students must always cover the cost of damage to, or loss of the power supply/cord.

Payment Selection:

The standard Chromebook Insurance is \$40.00 per school year. This amount is reduced for students on free/reduced lunch. Please select your payment amount below:

- Standard Payment: \$40 a year // No refunds will be given.
- Free/Reduced Eligibility: \$20 full year // No refunds will be given.

Replacement Fees:	HP Chromebook 11 G5	HP Chromebook 11 G6 EE
DAMAGE	none	none
THEFT (with Police Report)	none	none
LOST	\$185.00	\$220.00

Please submit your payment electronically by visiting the school website. If you prefer to pay by check please make checks payable to [Town of Monson](#).

Date: __/__/__ I will purchase Chromebook Insurance. No, I am not purchasing insurance and agree to cover all repairs and losses during the school year.

My child and I have read, discussed and agree to the **MPS Procedures**, and the **Technology Guide for Parents and Students**.

Student Signature: _____	Date: __/__/__
Parent / Guardian Signature: _____	Date: __/__/__

Chromebook Protection Insurance Form

The educational program at your student's school includes a Chromebook that will be issued to your student for their use at school and home. We are very excited to be able to make these powerful tools available to our students. We also understand that both students and parents are concerned about keeping these tools secure and in good working order.

Like textbooks issued to your student, there is a responsibility to take appropriate care of these valuable resources. The Chromebook is no different, but it does represent an increased cost to the district and liability to students and parents. We know that loss and accidents will happen. District policies, regulations and practices require that a fee be levied to cover the repair or replacement cost of district property. With computing devices, like the Chromebooks, the cost of loss or damage can be significant.

The district provides Chromebook Insurance as a way for families to reduce the financial risk if a Chromebook is accidentally damaged, stolen, or vandalized. Working as a team we can lessen the impact of an accident or theft.

COVERAGE AND BENEFIT: This insurance covers the Chromebook loaned to the student against all accidental damage or theft for one (1) school year. This program does NOT cover damage or loss of the power cord, which we ask students to keep at home. This program does NOT cover intentional misuse, abuse or neglect by any household members. If the student did not exercise proper care and/or take appropriate precautions, as described in the student handbook, and this behavior resulted in damage to or loss of the equipment, the cost of the repair or replacement will be the responsibility of the student/parent.

Upon paying for Chromebook Insurance, if the Chromebook is accidentally damaged it will be repaired at no cost to the student or parent.

THEFT: If the Chromebook is stolen, Monson Public Schools will require that a police report be submitted. Fraudulent reporting of theft will be turned over to the police for investigation. A student making a false report will also be subject to disciplinary action.

LOSS: If the Chromebook is lost, the replacement cost will be \$200 for the first loss. Upon payment, the student will be issued a replacement Chromebook. In the event that the lost Chromebook is recovered in working condition, the replacement cost previously paid by student/parent will be refunded. Any subsequent loss will be charged to the parent/student at full replacement cost. ***Any Chromebook lost or stolen will be remotely disabled and all functionality removed until the Chromebook is returned.***

Students who withdraw or leave the Monson Public Schools and do not return the student-issued Chromebook will be subject to a fine and possibly reported to the local law enforcement as having possession of a stolen device. The Chromebook will be remotely disabled and all functionality removed until the Chromebook is returned.

If you choose not to purchase MPS Chromebook Insurance, you will be responsible for the full cost for repair due to damage or replacement of the Chromebook.