

## ACCEPTABLE USE POLICIES AND PROCEDURES

### Malden High School

This Acceptable Use Policy (AUP) was derived from existing AUPs as used by various other school districts. For the construction of this document the following AUPs were consulted:

- Natick Public Schools: Natick Public Schools Network Access and Acceptable Use Policy, March 2014
- Beverly Public Schools: Beverly Public Schools Computer Users Rights and Expectations, February 2011
- Revere Public Schools: Acceptable Use Policy for the Revere Public Schools Technology, September 2012
- Burlington Public Schools: Burlington Public Schools Technology Acceptable Use Policy, July 2013
- Lynnfield Public Schools: Lynnfield Public Schools Handbook Acceptable Use Policy (Technology), July 2014

Malden Public Schools appreciates the cooperation of the above schools. The above mentioned documents can be requested from MPS Technology Department.

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## **PARENT INFORMATION**

Malden High School (MHS) has acquired Google Chromebooks for student use. Each full-time student may be issued a Chromebook with predetermined applications (APPS) installed.

Technology resources at MHS are provided for the purpose of supporting the educational mission of the school to provide all students with a quality education that supports success in an ever-changing world. The school's goal in providing the Chromebook to its students is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning among students and staff.

Use of these technologies is a privilege that carries responsibility and expectations consistent with all school rules and policies including, but not limited to, those stated in the MHS Handbook and in the Chromebook Acceptable Care, Use, and Responsibilities Procedure.

The Chromebook will be issued to students according to the guidelines set forth in this document. MHS retains sole right of possession of the Chromebook, its related equipment, and its accessories. MHS administration and staff, as well as Malden Public Schools (MPS) administrative personnel, retain the right to collect and/or to inspect the Chromebook and to alter, add, or delete installed software or hardware.

During orientation, MHS students and parents are required to attend to the following responsibilities:

- Review the following Malden High School documents:
  - Chromebook Acceptable Use Policies and Procedures
  - Setting Up Your Chromebook to Connect to a Wireless Network
  - Acknowledgment of Chromebook Acceptable Use Policies and Procedures and Chromebook Insurance Protection Plan
- Confirm completion and return of required annual student information forms: Updated annually
- Confirm completion and return of required entry level student forms: Completed upon registration as an MHS student
- Confirm receipt of MHS Student Handbook, Code of Conduct, and Student ID
- Review parental guidance and support for understanding the legal implications of cyber bullying as well as establishing a reputable electronic footprint and the value of practicing ethical digital citizenship within a global environment

Contact Information: Malden High School Technology Department - 781-397-6000

## **CHROMEBOOK ACCEPTABLE USE POLICIES AND PROCEDURES**

### **1. CHROMEBOOKS**

#### **1.1 Receiving your Chromebook**

Chromebooks will be distributed at the beginning of the school year during "Chromebook Orientation." Before a student can be issued a Chromebook, parents and students must sign and return the Acknowledgment of Chromebook Acceptable Use Policies and Procedures and Chromebook Insurance

Protection Plan (Appendix III). First time recipients of the Chromebook must attend a student Digital Citizenship Orientation and a parent/guardian orientation.

### **1.2 Chromebook check-in**

Chromebooks will be returned before the end of each school year. The date will be determined by final exams. Students who transfer, withdraw, are suspended or expelled from MHS must surrender their Chromebook upon termination of enrollment or the last day of attendance, whichever comes first.

### **1.3 Check-in fines**

A student who fails to return the Chromebook at the end of the school year or upon termination of enrollment at MHS that student will be subject to criminal prosecution or civil liability and will not be eligible for academic promotion or for graduation. The student will also pay the replacement cost of the Chromebook or, if applicable, any insurance deductible. Furthermore, the student will be responsible for any damage(s) to the Chromebook, consistent with the School's Chromebook policies and procedures. The student will be charged a fee for intentional damage(s), not to exceed the replacement cost of the Chromebook (Appendix III).

Additionally, failure to return the Chromebook will result in a theft report being filed with the local police department.

## **2. TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be taken to the MHS Technology Department for an evaluation of the equipment.

### **2.1 General precautions**

The Chromebook is school property and all users will follow the Chromebook Acceptable Care, Use, and Responsibilities Procedure; Student Pledge for Chromebook Use; and, the MHS Acceptable Use Procedure for Technology.

- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of MHS.
- Chromebooks must never be left in an unlocked locker, unlocked car, school cubbie or any unsupervised area.
- Students may not use "skins" to "personalize" their Chromebooks.

### **2.2 Carrying Chromebooks**

Students are encouraged to purchase a protective case for the Chromebook. Any case should have sufficient padding to protect the Chromebook for normal treatment and provide a suitable means for carrying the device. MHS may attempt to facilitate the purchase of a protective case for the Chromebook. Students are expected to carry the Chromebook with reasonable care and they are expected to avoid placing too much pressure and/or weight (such as folders, workbooks, textbooks, etc.) on the Chromebook.

### **2.3 Device care**

The Chromebook is particularly sensitive to damage from excessive pressure and/or excessive heat and cold temperatures on the screen and/or on the keyboard. Also, if subjected to rough treatment, the screen, keyboard, and/or internal device components can be damaged. The screen should be cleaned with a soft, dry cloth or anti-static cloth. No cleaners of any type should be used.

(See the Chromebook Users Manual for more information)

The following tips should be followed:

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything on or near the Chromebook that could put pressure on the screen and/or keyboard.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen, keyboard, and/or internal device components.
- Do not consume any foods and/or beverages on or near the Chromebook.

## **3. USING YOUR CHROMEBOOK AT SCHOOL**

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook in-class use, textbooks, school messages, announcements, planners, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by their teacher.

### **3.1 Chromebooks left at home or undergoing repair**

Loaner Chromebooks may be issued to students when their assigned Chromebooks are left at home or have been sent for repair (Appendix V).

### **3.2 Charging your Chromebook’s battery**

Chromebooks should be brought to school each day in a fully charged condition. Students should charge their Chromebooks at home each evening.

### **3.3 Chromebook and e-mail passwords**

Chromebooks and Google accounts will be password protected. The MPS technology department controls all student password management including the assignment and distribution of student passwords. During orientation, each student will choose a unique password or the student may be assigned a password for the Chromebook and Google access. All student passwords will be kept on record with the MPS technology department. Students are prohibited from sharing their unique passwords with anyone else except their parents and MPS administration.

### **3.4 Audio/Video Recording and Photos**

Photo/Image storage on the Chromebook will be for school projects only. Storage of student personal photos or downloaded images is not allowed. Students may record audio or use the device camera to record still or video photos in a classroom or at a school outing or event only with the prior consent of MHS staff. At all times, students are responsible for ensuring that all individuals or groups are aware and

agree to any record or photo. Students must not share any audio, video, or photographic likenesses without express consent from all parties involved.

Note: Use of recording and photo equipment is governed by district and school policies, as well as state and federal law. Students are advised that any infractions of these policies and/or laws may be dealt with as a criminal offense.

### **3.5 Sound, music, games, or programs**

Music is to be used to enhance educational video productions and/or class projects. Students may not download or stream music unless directed by, or with the permission of, a teacher.

- Non-educational games are not allowed on the Chromebooks.
- The Chromebook cannot be synced to any other Google account except the account provided by MPS.

### **3.6 Printing**

Printing may or may not be available with the Chromebook. Students will be given information and instructions on printing from the Chromebook at school when it becomes available.

### **3.7 Home Internet access**

Students are allowed to set up wireless networks on their Chromebooks to assist them with Chromebook use while at home.

## **4. GOOGLE APPS AND SAVING WORK**

### **4.1 Google apps**

The MPS technology department will distribute student account information for use of the District's Google Apps for Education. All student account information will be managed and controlled by the MPS technology department. Students will have access to Google Apps for Education, including, but not limited to, Google Mail (GMAIL), Google Drive, including, but not limited to, Docs, Sheets, Slides, Forms, and Drawings (DRIVE), and Google Calendar (CALENDAR).

### **4.2 Saving work**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not completing work; therefore, students should make all appropriate effort to resolve academic issues arising from malfunction. Students should regularly synchronize their DRIVE to work offline. MHS makes no guarantee that the school wireless network will be up and running 100% of the time.

## **5. SOFTWARE ON CHROMEBOOKS**

### **5.1 Originally installed software**

All MPS Chromebooks will contain the requisite APPS for completing school work. Students will not add any additional APPS to their Chromebook unless directed by, or with the permission of, a teacher. The software and APPS originally installed by the MHS staff must remain on the Chromebook in usable condition and be easily accessible at all times. From time-to-time the MHS staff will update, add, and/or

modify software and/or APPS for use in a particular course.

Note: Periodic checks of Chromebooks will be made to ensure that students have not removed required APPS

## **5.2 Inspection**

Students may be selected at random to provide their Chromebook for inspection. Failure to submit a Chromebook for inspection results in immediate and appropriate disciplinary action which includes, but is not limited to, revocation of student access to the Chromebook including all APPS, as well as the Chromebook itself.

## **5.3 Procedure for re-loading software**

If technical difficulties occur or illegal software is discovered, the Chromebook will be restored. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format or re-image. In this event, the student may lose the privilege of Chromebook use.

## **5.4 Software upgrades**

Upgrade versions of licensed software and/or APPS are available from time-to-time. Students may be required to check-in their Chromebooks to the MHS Technology Department for periodic updates.

## **6. ACCEPTABLE USE**

The use of the MHS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer a full-time MHS student.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the Chromebook Acceptable Care, Use, and Responsibilities Procedure or the guidelines specifically named or implied in this policy privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied.

Note: Violations may result in disciplinary action up to and including suspension, expulsion, applicable fees and/or fines. When applicable, law enforcement agencies may be involved.

To recover privileges, the student and the parent/guardian must meet with MHS administration to request restoration of privileges. Neither the MHS staff nor the MPS administration accepts any responsibility in making requests for restoration of student Chromebook privileges.

### **6.1 Parent/Guardian responsibilities**

Talk to your children about values and standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, cell phones, movies, and radio. Social media is a new platform for communication. Parents are expected to supervise their children and support them in making good decisions.

## 6.2 School responsibilities

MHS staff, with the support of the MPS, sets high expectations to provide appropriate and expert guidance in working within appropriate environments that connect them to the best resources available while ensuring compliance to school policies. Together they accept the responsibility to provide efficiently and effectively the following:

- Internet and Google account access to all full-time MHS students.
- Cloud-based Data storage areas which will be treated similarly to school lockers. MHS reserves the rights to review, monitor, and/or restrict information stored on or transmitted via MHS owned equipment and to investigate inappropriate use of resources.
- Educational support to students that increases the acquisition of skills that fulfill the school's mission

## 6.3 Student responsibilities

Students are to use Chromebooks in a responsible and ethical manner and obey general school rules as well as acceptable use policies governing behavior and communication that apply to Chromebook use.

Technology resources are to be used in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the following:

- Loss of data resulting from delays, non-deliveries, or service interruptions.
- Loss of data caused by student negligence, errors, or omissions.

Use of any information obtained via the MHS network is at your own risk. MHS specifically denies any responsibility for the accuracy or quality of information obtained through its services. Student responsibility includes, but is not limited to, the following:

- Protecting MHS technology services/device(s) by contacting an administrator about any security problems encountered.
- Self-monitoring of all activity on the student's personal account(s).
- Synchronizing work, turning off, and securing the Chromebook to protect work and information.
- Reporting immediately the receipt of any communication containing inappropriate or abusive language or with questionable subject matter to the nearest MPS or MHS staff member.

Students should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

Note: Return the assigned Chromebook to the designated check-in area at the end of each school year. All check-out, check-in, and returns must be done by the person to whom the Chromebook is assigned. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at MHS for any reason must return their assigned school Chromebook on the date of termination.

## 6.4 Student activities which are prohibited

Illegal installation or transmission of copyrighted materials and/or the use of chat rooms, sites selling term papers, book reports and other forms of plagiarized work are strictly prohibited. Other infractions include, but are not limited to, the following:



- Any action that violates existing district or school policy and/or public law such as changing Chromebook settings (exceptions include personal settings, including, but not limited to, font size, brightness, speaker volume, and language).
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of any messaging services, e.g., MSN Messenger, ICQ, AIM, IMO, etc., other than the approved service(s) provided by the MPS.
- Use of outside data disks or external attachments without prior approval.

Other prohibited activities include, but are not limited to, the following:

- Spamming or any other form of sending mass or inappropriate e-mails and/or communications.
- Gaining access to, changing, or manipulating other student and/or staff accounts, files, or data.
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any other illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, e-mail, etc.
- Participation in credit card fraud, electronic forgery, or any other form(s) of illegal behavior.
- Vandalism or any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage internal software/hardware components.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the MHS or MPS web filter through a web proxy.
- Use of any other student's Chromebook for individual work.

### **6.5 Chromebook care and responsibilities**

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebooks should be charged and ready for school each day.
- Only approved MHS and/or MPS labels or stickers may be applied to the Chromebook.
- To avoid paying a replacement fee, Chromebooks furnished by MHS must be returned with only normal wear and no alterations.

Chromebooks that malfunction or are damaged must be reported to the staff and a damage report must be filed. The school will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired with potential partial or full cost being borne by the student (Appendix II). Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally.

Chromebooks that are stolen must be reported immediately to the MHS staff and the appropriate claims filed with the local law enforcement agency or police department. A claim should be filed at the opening of the next business day.

## **6.6 Legal propriety**

Students are expected to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or the MHS Technology Department. Plagiarism is a violation of the MHS Code of Conduct. 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 or any other resource information that is not the original creation of the student. Use or possession of hacking software is strictly prohibited and violators will be subject to the Code of Conduct noted in the MHS Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

## **7. PROTECTING AND STORING YOUR CHROMEBOOK**

### **7.1 Chromebook identification**

Student Chromebooks will be labeled in the manner specified by the MHS staff as directed by the MPS technology director. Chromebooks will be identified in the following ways: serial number, MHS label with barcode, and any other identification procedure deemed reasonable and necessary by MHS staff. Attempting to modify and/or delete such identifying marks and/or labels is a criminal act and may result in filing criminal claims with the appropriate local law enforcement agency.

### **7.2 Storing your Chromebook and its properties**

Students should use a secure place to store their Chromebook. When students are not using their Chromebooks, they should be stored and placed appropriately in their locker. Additionally, students should take their Chromebooks home every day after school, regardless of whether or not the Chromebook is needed to complete their class work.

- When storing the Chromebook, nothing should be placed on top of the Chromebook.
- Chromebooks should not be stored in automobiles.

### **7.3 Chromebooks left in unsupervised areas**

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include school and public buses, school grounds and campus, lunchroom, computer labs, school and public libraries, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Help Desk for check-in.

## **8. CHROMEBOOK INSURANCE**

### **8.1 Chromebook security**

MPS will employ a management system to assist with the security of valuable electronic devices such as Chromebooks issued to students and teachers for use. Chromebook management systems will provide MPS with device geolocation to assist in theft recovery, and will provide MPS with engagement analytics to provide up to date safeguards for student and teacher activity.

### **8.2 School protection**

MPS will provide Insurance Protection (Appendix III). The protection may cover common concerns such as the following:

- Accidental damage

- Theft and/or vandalism (by someone other than a MHS student).
- Fire, flood damage, natural disasters.
- Power surges due to lightning or natural disaster(s).

The protection cost may vary annually for each Chromebook. In the event of a claim, parents agree to be liable for a additional costs and provide MPS with proof of payment before the student is allowed to check-out a temporary replacement Chromebook. No additional insurance fee is required for the temporary replacement; however, a damage report must be filed for the damaged Chromebook immediately and no later than five (5) school days after an incident. Students may not file more than four claims in one academic year, and doing so may result in loss of protection.

### **8.3 Personal home or homeowner insurance coverage**

Students may not use a parent/guardian personal insurance plan to protect the Chromebook in cases of theft, loss, or accidental damage.

### **8.4 Claims**

Information on filing and/or making claims may be provided to parents during a parent orientation. Parents will handle ALL Chromebook claims by working directly with the appropriate MPS department. In the event of theft, parents must report the loss to their local police department. A copy of the report must be presented to the MHS administration and reviewed by the Technology Department before a Chromebook can be repaired or replaced.

## **9. COST OF REPAIRS**

Students will be held responsible for ALL intentional damage to their Chromebooks including, but not limited to the following: broken screens, cracked keyboards, and damage to internal components. Should the repair cost exceed the cost of purchasing a new device, the student will pay the full replacement value. For lost items such as cables, students may be charged the actual replacement cost.

## **10. COST OF REPLACEMENT WITH INSURANCE**

Students are required to provide MHS with a \$40.00 per device insurance fee to cover insurance and a hard case for the device. In the event that a Chromebook must be repaired or replaced the cost will not exceed the amount listed in the Chromebook Insurance Protection Plan (Appendix III).

## Appendix I

### SETTING UP YOUR CHROMEBOOK TO CONNECT TO A WIRELESS NETWORK

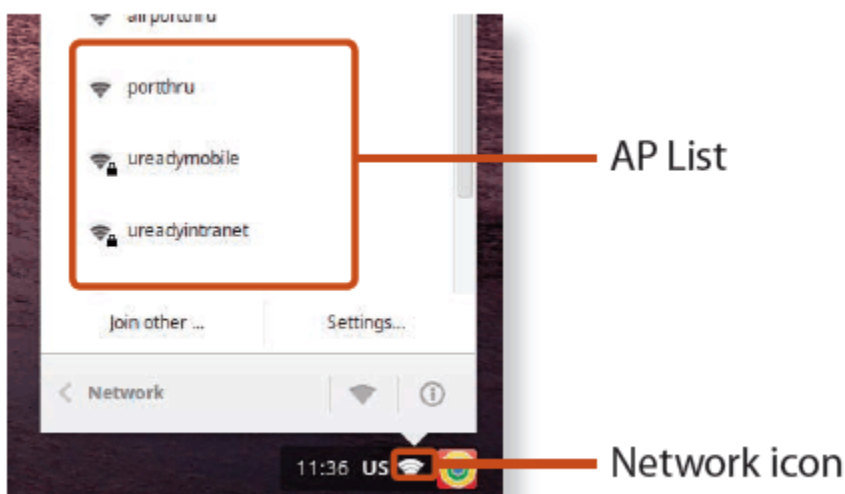
If you are at home or on the go and you find yourself in need of your Chromebook, you may be able to connect to a wireless network. The following information is available in the Samsung User Guide as well and should help you.


#### Connecting to a Network



When the Chromebook is turned on, the login window appears. In the login window, connect to the network.

#### Connecting to a Wireless Network

1. Click the network icon  at the top right to view the list of available access points (APs).



2. To connect, select the network name from the network menu.
3. A successful connection will change the network icon to display as 

	<ul style="list-style-type: none"> <li>• If the network is not properly connected it is represented as </li> <li>• The number of activated bars in the network icon represents the signal strength</li> </ul>
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## **Appendix II**

### **STUDENT GENERAL DEVICE GUIDELINES**

All MHS students will be issued a 1:1 device to be used as an educational tool and it should be used in that capacity. Students and families are responsible for any costs associated with repairing or replacing any device due to damage, negligence, or theft.

#### **1. Chromebook**

Each full-time student may be issued a Chromebook with predetermined applications (APPS) installed. Before a student can be issued a Chromebook, parents and students must sign and return all parts of the Chromebook Acceptable Care, Use, and Responsibilities document.

Chromebooks will be returned before the final week of school. Students who transfer, withdraw, are suspended or expelled from MHS must surrender their Chromebook or face legal ramifications and will not be eligible for academic promotion or for graduation. The student will be responsible for any damage(s) to the Chromebook, consistent with the School's Chromebook policies and procedures.

#### **2. TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the Chromebook they have been issued as it is school property. Chromebooks that are broken or fail to work properly must be taken to the MHS Technology Department for an evaluation of the equipment. All users will follow the Chromebook Acceptable Care, Use, and Responsibilities Procedure and the MHS Acceptable Use Procedure for Technology.

The following tips should be followed:

- Do not lean on the top of the Chromebook when it is closed.
- Do not carry the Chromebook without proper protection (i.e. case, etc.)
- Do not place anything on or near the Chromebook that could put pressure on the screen and/or keyboard.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen, keyboard, and/or internal device components.
- Do not consume any foods and/or beverages on or near the Chromebook.

#### **3. USING YOUR CHROMEBOOK AT SCHOOL**

Students are responsible for bringing their fully-charged Chromebook to all classes. Loaner Chromebooks may be issued to students when their assigned Chromebooks are left at home or have been sent for repair. Chromebooks and Google accounts will be password protected. The MPS technology department controls all student password management including the assignment and distribution of student passwords. Students are prohibited from:

- sharing their passwords
- storing or disseminating unauthorized photos, videos, or audio recordings (Use of recording and photo equipment is governed by district and school policies, as well as state and federal law.)
- downloading or streaming music unless directed by, or with the permission of, a teacher
- using Non-educational games
- syncing any other Google account except the account provided by MPS

Students are allowed to set up wireless networks on their Chromebooks to assist them with Chromebook use while at home

#### **4. GOOGLE APPS**

The MPS technology department will distribute student account information for use of the District's Google Apps for Education. All student account information will be managed and controlled by the MPS technology department.

#### **5. SOFTWARE ON CHROMEBOOKS**

All MPS Chromebooks will contain the requisite APPS for completing school work. Students will not add any additional APPS to their Chromebook unless directed by, or with the permission of, a teacher.

Students may be selected at random to provide their Chromebook for inspection. Failure to submit a Chromebook for inspection or submission of a Chromebook with illegal software or technical irregularities may result in immediate and appropriate disciplinary action.

#### **6. ACCEPTABLE USE**

- Parents are expected to supervise their children and support them in making good decisions while using the Chromebooks for school work at home and outside of school hours.
- MHS staff sets high expectations to provide appropriate and expert guidance in working within appropriate environments that connect students to the best resources available while ensuring compliance to school policies.
- Students are to use Chromebooks in a responsible and ethical manner and obey general school rules as well as acceptable use policies governing behavior and communication that apply to Chromebook use.
- Illegal installation or transmission of copyrighted materials and/or the use of chat rooms, sites selling term papers, of book reports, or other forms of plagiarized work are strictly prohibited.
- Students will be held responsible for maintaining their individual Chromebooks

and keeping them in good working order.

- Students are expected to comply with trademark and copyright laws and all license agreements. If you are unsure, ask a teacher, parent, or the MHS Technology Department. Plagiarism is a violation of the MHS Code of Conduct.

## **7. PROTECTING AND STORING YOUR CHROMEBOOK**

Student Chromebooks will be labeled in the manner specified by the MHS staff as directed by the MPS technology director. Students should use a secure place to store their Chromebook. When students are not using their Chromebooks, they should be stored and placed appropriately in their locker. Students should take their Chromebooks home every day after school, regardless of whether or not the Chromebook is needed to complete their class work. Under no circumstances should Chromebooks be left in unsupervised areas.

## **8. CHROMEBOOK INSURANCE**

MPS will employ a management system to assist with the security of valuable electronic devices such as Chromebooks issued to students and teachers for use. Chromebook management systems will provide MPS with device geolocation to assist in theft recovery, and will provide MPS with engagement analytics to provide up to date safeguards for student and teacher activity. MPS will provide Insurance Protection (Appendix III). In the event of a claim, parents agree to be liable for the deductible and provide MPS with proof of payment before the student is allowed to check-out a temporary replacement Chromebook. Parents will handle ALL Chromebook claims by working directly with the appropriate MPS department. In the event of theft off of school property, parents must report the loss to their local police department. A copy of the report must be presented to the MHS administration and reviewed by the Technology Department before a Chromebook can be repaired or replaced.

## **9. COST OF REPAIRS**

Students will be held responsible for ALL intentional damage to their Chromebooks. Should the repair cost exceed the cost of purchasing a new device, the student will pay the full replacement value.

## **10. COST OF REPLACEMENT WITH INSURANCE OPTION**

Students may pay full cost for a replacement device and students are required to provide MHS with an additional \$40.00 fee to cover insurance and a case.



**Appendix III**

**CHROMEBOOK INSURANCE PROTECTION PLAN**

I hereby release MHS, MPS, and all associated personnel from any and all claims and damages of any nature arising from my child’s use of, or inability to use the school technology including, but not limited to, claims that may arise from the unauthorized use of the Chromebook to purchase products or services.

I understand that it is impossible for MHS to restrict access to all controversial materials, and I will not hold the school responsible for materials, products, and/or services accessed on the network. I also agree to report any inappropriate Chromebook use to the school administration. I accept full responsibility for my child’s use of technology outside the school setting. Also, I understand that my child, when he/she is using the MPS Chromebook, is subject to the (1) Chromebook Acceptable Use Policy and (2) the MHS Student General Device Guidelines while in school and also while not in school.

I understand that a \$40.00 insurance fee is a cost associated with each device, to be collected upon device receipt, and I accept the following list of potential Chromebook Repairs or Replacements which will not be covered by the insurance fee. This list is not considered a complete list, and discretion will be left to the MHS Technology Department and MHS Administration.

<ul style="list-style-type: none"> <li>● Costs associated with damage resulting from violation of the MHS Acceptable Use Policy</li> <li>● Costs associated with deliberate damage, neglect or abuse caused by the user or others the user has allowed to use the Chromebook.</li> <li>● Costs associated with a mysterious disappearance of the Chromebook, meaning that the user has no knowledge as to the time, place, or manner of the loss.</li> <li>● Costs arising from device manipulation from any unauthorized repairs</li> </ul>	<ul style="list-style-type: none"> <li>● Costs associated with intentional marking and/or defacing the Chromebook</li> <li>● Costs associated with tampering with internal device components.</li> <li>● Costs arising from leaving the device unattended or failing to secure it per school recommendations.</li> <li>● Costs associated with preventable weather occurrences, liquid/beverage spills or damage caused by food</li> <li>● Costs arising from excessive scratches/wear to the device exterior</li> <li>● Costs associated with damage to or loss of the Chromebook power adapter/charger.</li> </ul>
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I understand that the following is a list of potential Chromebook Repairs or Replacements which will be covered by the \$40.00 per-device insurance fee, to be collected upon device receipt. This list is not considered a complete list, and discretion will be left to the MHS Technology Department.

<ul style="list-style-type: none"> <li>● Costs associated with burglary, robbery, or an event that is otherwise a result of break-in or force.</li> </ul>	<ul style="list-style-type: none"> <li>● Costs associated with direct physical loss caused by fire, lightning, explosion, windstorm, smoke or other acts of nature</li> <li>● Minor repairs that may be needed due to normal wear-and-tear; for example, screen damage, keyboard replacement, wifi connectivity, et al.</li> </ul>
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I understand that all repairs may result in additional fees and an additional per device insurance fee to be collected at upon replacement. **Please make all checks out to Malden High School.**

### Acknowledgement of Chromebook Acceptable Use Policies and Procedures

I have read, understand, and agree to abide by the policies and procedures detailed in the Malden High School Chromebook Acceptable Use Policy. I understand that the technology resources at MHS are provided for the purpose of supporting the educational mission of the school to provide all students with a quality education that supports success in an ever-changing world. The school's goal in providing the Chromebook is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. I accept full responsibility for the care, protection, and use of the school's issued Chromebook.

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Student Name (Print)

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Homeroom #

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Student Name (Sign)

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Date

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Parent/Guardian Name (Print)

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Phone

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Parent/Guardian Name (Sign)

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Date

**For office use only:**

Insurance Fee

Paid \$40.00

Not Paid

Device Acknowledgement

I am accepting a MPS issued Chromebook

My child will be using their own device.

Initial: \_\_\_\_\_