

Student Device Accountability

Purpose: To ensure that MCSD has fully functional (1:1) student devices over the next four years.

Administrator Responsibility: Holds accountability for all staff and devices under their supervision including but not limited to the designation of devices and fees for damaged devices.

Faculty/Staff Supervision Responsibility:

- Check the cart for complete components before you distribute and return Chromebooks.
- Monitor Chromebook use.
- Assign a computer number to student per session or year to document usage in case of damage using the appropriate form.
- At the end of each session, plug laptops into the corresponding power supply inside the cart.
- Return cart to designated area.
- Lock the cart and provide the key when checking the laptop cart in. Ensure that the cart is plugged into a power source for the next user once it is returned.
- Notify your tech contact of any possible damages or needed repair.

Student Responsibility:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the tech contact's office. Students will be assigned to a classroom student desktop until his/her Chromebook until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.

- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Parent Responsibility:

MCSD provides guidelines to equip parents/guardians with the necessary information to ensure safe use of the devices in the home and community. These are responsibilities assumed by the parent/guardian, which are outlined below:

Parents are responsible for:

1. Signing the *Student and Parent/Guardian Digital Device Agreement*

In order for students to be issued a Chromebook, a student and his/her respective parent/guardian must sign the Student and Parent/Guardian Digital Device Agreement.

2. Accept Liability

The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is any of the following:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen, but not reported to school and/or police in a timely manner

3. Monitor Student Use

The parent/guardian must agree to monitor student use at home and in any setting that is not the school. The best way to keep a student safe and on-task is through parent/guardian presence and continuous involvement, which can be done by completion of the following actions:

- a. Investigate and apply parental controls available through the home's Internet service provider and/or wireless router.
- b. Develop a set of rules/expectations for Chromebook use at home and in the community.
- c. Only allow Chromebook use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- d. Demonstrate a genuine interest in what the student is doing on the Chromebook. Ask questions and request they show you his/her work often.

4. Support Internet Safety and Etiquette

- Internet safety is about helping your child use the Internet productively and practice safe, responsible online behavior. The following are a few basic guidelines to share with your child:
- Follow your family's rules about when and where to use the Internet.
- Be polite, kind, and respectful in all digital forums and whenever accessing technology.
- Understand a website's rules, and know how to flag other users for misbehavior.
- Recognize "red flags," including someone asking personal questions such as your name and address. Encourage your child to never share his/her name, the school's name, his/her age, his/her phone number, or his/her email or home address with strangers.
- Never send pictures to strangers. Keep passwords private (except from parents, school technology staff, and school administrators).
- Never open a message from a stranger; it may contain a virus that can harm a computer.
- Immediately tell an adult if something makes you feel uncomfortable or is suspicious.
- Visit Common Sense Education Connecting Families (www.commensensemedia.org) which is a website designed to support and empower families in raising kids who think critically, participate responsibly, and behave ethically in their online lives.

5. Review the [2024-2025 MCSD Device Guide](#) with their child.