

**CHROMEBOOK WILL NOT BE GIVEN TO STUDENT UNTIL THE SIGNATURE PAGE
IS COMPLETED AND RETURNED.**

2023-2024



MILFORD CENTRAL SCHOOL

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MCSD Computer & Technology Committee

Re: Acceptable Use Policy and Chromebook Use Agreement

Dear Parent/Guardian/PIPR's,

We are pleased to offer students of the Milford Central School District access to the district computer network and educational technology. To gain access to the Internet and MCSD Network, all students must obtain Parent/Guardian/PIPR's permission and must sign and return the attached form to the student's teacher.

Use of the Internet is a privilege and students will retain this privilege as long as they remain responsible users. Use of the Network, Internet, and other Technologies can be denied, suspended or revoked at any time for failure to use this access in an appropriate manner. Other disciplinary actions may follow.

The Internet is a valuable resource for Parent/Guardian/PIPR's and community members to access and prepare for various school programs and events. The District and affiliated organizations (MEF/associated colleges) may post or publicize student work or photos on paper and their website and Milford school's official social media in accordance with the Family Educational Rights Act Policy that is available on the school's website.

If you have any questions or concerns, please call any member of the Computer Technology Committee.

Sincerely,
Technology Committee



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**The following Acceptable Use Policy and Chromebook Agreement must be read and signed by both
parties.**

Milford Central School Educational Technology Acceptable Use Agreement

Policy Reference: #4526

Students in the Milford Central School District have access to vast amounts of information through our computer networks and the Internet using **Information and Communication Technologies (ICT)**. Accordingly, the school has established a policy for the use of the technology along with rules governing the behavior of students who access it.

All student members of the MCS District are expected to follow certain measures to ensure the safety and security of students and the school's network.

Students shall:

- follow the Student Code of Conduct. This includes using only appropriate language when online and avoiding any website which may contain inappropriate content and/or language;
- follow rules for using resources, time limits, and printing instructions provided to them by staff members;
- follow appropriate procedures for care of all school technology;
- take precautions to prevent others from gaining access to their individual accounts;
- report violations of these rules to staff;
- properly cite material gleaned from Internet sources and follow copyright rules;
- adhere to all district policies; and
- respect the privacy and dignity of students and teachers at all times.

Students shall not:

- play games not intended for educational purposes, conduct commercial activities for profit, advertise products, incur any financial liability or conduct political lobbying;
- use the Internet illegally in ways that violate federal, state, or local laws or statutes or to access or transmit pornographic and educationally inappropriate material or files which are dangerous to the integrity of the network;
- lend their logins and passwords to anyone;
- log on with someone else's account or vandalize, which is defined as any malicious attempt to harm or destroy data of another user on the Network/Internet and includes the uploading or creation of computer viruses;
- interfere with the ability of other users to make effective use of the school's technology resources;
- use email, social networking sites, or other systems for personal communication;
- download, copy, remove, or alter school software or install any personal software on school ICT;
- falsifying one's identity to others while using the Network/Internet and ICT;
- change any files that do not belong to the user;
- engage in cyberbullying activities;
- reveal their personal information including home address or phone number(s) or those of others.

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Property

Technology, software, and the Internet, including email provided by MCSD (if available), are the property of the school district. The MCS District reserves the right to access all Internet and ICT activity.

Chromebook Use Agreement

Receiving Your Chromebook:

Parent/Guardian/PIPR's & Students must sign and return the Chromebook Acceptable Use Agreement Sign-off document before the Chromebook can be issued. This document must be signed before receiving one Chromebook, case, and power cord.

Training:

Students will be trained on how to use the Chromebook by the distributing teacher. Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks and accessories (power cord and case) will be collected at the end of each school year for maintenance over summer vacation. Students will be re-assigned a Chromebook each year while enrolled at MCS.

Repair:

Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook. Students and Parent/Guardian/PIPR's s will be charged for Chromebook damage that is a result of misuse or abusive handling (see attached reimbursement sheet).

A student who transfers out of MCS will be required to return their Chromebook and accessories. If a Chromebook with accessories are not returned, the Parent/Guardian/PIPR's will be held responsible for payment in full.

Taking Care of Your Chromebook:

Students are responsible for the general care of their MCS issued Chromebooks. Chromebooks that are broken or fail to work properly must be taken to the Technology Office located in the upstairs computer room. If necessary, a loaner Chromebook will be issued during repairs.

General Precautions:

- No food or drink is allowed next to the Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry Chromebooks 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. Doing so may break the screen.
- Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring the Chromebook to room temperature before turning it on.

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Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. Please keep the Chromebook in the case provided. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or bookbag is handled with care. For example, do not toss the bag or drop the bag if the Chromebook is inside.

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.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook and the school's website. Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home:

Some students may be required to take their Chromebook home each night throughout the school year for charging. Students need to charge their Chromebooks each evening. Chromebooks must be brought to school each day in a fully charged condition.

Students should not carry the AC adapter power cord to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing:

Printing from the Chromebook is not available.

Managing Files and Saving Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive will not need to save their work Google Drive will save each

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keystroke as the work is being completed. It will be the responsibility of students to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Milford Central School. Spot checks for compliance will be done by administration or MCS Staff at any time.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance or for inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur the Chromebook will be restored to factory defaults.

Protecting & Storing The Chromebook:

Chromebook Identification:

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Chromebooks:

When students are not monitoring their Chromebooks, they should be stored in their lockers with the locks securely fastened. Nothing should be placed on top of the Chromebook when stored in the locker. Students are responsible for securely storing their Chromebooks during extra-curricular events. Under no circumstance should Chromebooks be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, cars, or any other entity that is not securely locked or in which there is not supervision.

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Milford Central School District

STUDENT/Parent/Guardian/PIPR's CHROMEBOOK and Acceptable Use Policy SIGNATURE PAGE

Parents/Guardians/PIPRs and students must sign and return this form to the student's teacher or computer room staff. If this form is not signed by both parties and on file with the school, the student will be denied Internet and Network access and a Chromebook.

To Be Completed by Student:

- ☒ I have read the MCS District Chromebook Use Agreement. I agree to abide by the rules contained therein.
- ☒ I understand that use of the Internet and Network at MCSD is a privilege and I will abide by the MCSD Acceptable Use of Computers & Internet Policy (4526). I understand that I may only use the Internet and Network for educational purposes as directed by my teachers. I will not access inappropriate materials on the Internet. I understand that if I commit any violation of the policy, I will lose my access privileges and may be disciplined for my actions.
- ☒ The District and affiliated organizations (MEF/associated colleges) may post or publicize student work or photos on paper and their website and Milford school's official social media in accordance with the Family Educational Rights Act Policy that is available on the school's website.

Student's Name (please print): _____ Grade: _____

Student's Signature: _____

Date: _____

To Be Completed by all Parents/Guardians/PIPRs:

- ☒ I have read the MCS District Chromebook Use Agreement. I agree to the rules contained therein.
- ☒ I give permission for my child to participate in the use of the Internet and Network at MCSD. I realize that s/he will be able to access major networks throughout the world using the Internet. I understand that this access is designed and intended for educational purposes only.

I have read the MCS Acceptable Use of Computers & Internet Policy (4526) with my child. We agree to abide by the rules contained therein. I understand that MCS prohibits students from accessing inappropriate materials and will not hold MCSD accountable for unsuitable materials acquired by my child through Internet use at school.

- ☒ The District and affiliated organizations (MEF/associated colleges) may post or publicize student work or photos on paper and their website and Milford school's official social media in accordance with the Family Educational Rights Act Policy that is available on the school's website.

Child's Name (please print): _____ Grade: _____

Parent/Guardian/PIPR's Name (please print): _____

Parent/Guardian/PIPR's Signature: _____

Date: _____