



Mountain View Christian Schools

Chrome Book Acceptable Use Policy (AUP)

All Policies are effective from the last update – August 17, 2022

The focus of the Chrome Book program at Mountain View Christian Schools is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the Chrome Book computer. The individual use of Chrome Books is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

The policies, procedures and information within this document apply to all Chrome Books used at Mountain View Christian High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1. RECEIVING YOUR Chrome Book & Chrome Book CHECK-IN

1.1 Receiving Your Chrome Book

Chrome Books distribution occurs each fall during the Back-to-School Night. Parents and students must sign and return the Chrome Book contract documents before the Chrome Book is issued to their child.

1.2 Chrome Book Check-in

Chrome Books are returned during final week of school so they can be checked for serviceability. If a student transfers out of MVCS during the school year, the Chrome Book will be returned at that time.

1.3 Check-in Fines

Individual school Chrome Books and accessories must be returned to the MVCS Technology Department at the end of each school year.

Students who graduate early, withdraw, are suspended, expelled, or terminate enrollment at MVCS for any other reason must return their individual school Chrome Book on the date of termination.

If a student fails to return the Chrome Book at the end of the school year or upon termination of enrollment at MVCS, that student is subject to criminal prosecution or civil liability. The student must pay the replacement cost of the Chrome Book, or, if applicable, any insurance deductible. Failure to return the Chrome Book will result in a theft report being filed with the Las Vegas Metropolitan Police Department. Furthermore, the student will be responsible for any damage to the Chrome Book, and must return the computer and accessories to the MVCS Technology Department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chrome Book.

2. TAKING CARE OF YOUR Chrome Book

Students are responsible for the general care of the Chrome Book they have been issued by the school. Chrome Books that are broken or fail to work properly must be taken to the technology department for an evaluation of the equipment.

2.1 General Precautions

- ❖ The Chrome Book is school property and all users will follow this policy and the MVCS acceptable use policy for technology.
- ❖ Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- ❖ Cords and cables must be inserted carefully into the Chrome Book to prevent damage.
- ❖ Chrome Books must remain free of any writing, drawing, stickers, or labels that are not the property of MVCS.
- ❖ Chrome Books must never be left in an unlocked car or any unsupervised area.
- ❖ Students are responsible for keeping their Chrome Book's battery charged for school each day.

2.3 Screen Care

The Chrome Book screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- ❖ Do not lean on the top of the Chrome Book when it is closed.
- ❖ Do not place anything near the Chrome Book that could put pressure on the screen.
- ❖ Do not place anything in the carrying case that will press against the cover.
- ❖ Clean the screen with a soft, dry cloth or anti-static cloth.
- ❖ Do not "bump" the Chrome Book against lockers, walls, car doors, floors, etc as it will eventually break the screen

3. USING YOUR Chrome Book AT SCHOOL

Chrome Books are intended for use at school each day. In addition to teacher expectations for Chrome Book use, school messages, announcements, calendars and schedules may be accessed

using the Chrome Book computer. Students must be responsible to bring their Chrome Book to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chrome Books Left at Home

If students leave their Chrome Book at home, they are responsible for getting the course work completed as if they had their Chrome Book present.

3.2 Chrome Book Undergoing Repair

Loaner Chrome Books may be issued to students when they leave their Chrome Books for repair at the Technology Department. There may be a delay in getting a Chrome Book should the school not have enough to loan.

3.3 Charging Your Chrome Book's Battery

Chrome Books must be brought to school each day in a fully charged condition. Students need to charge their Chrome Books each evening. Repeat violations of this policy will result in students being required to "check out" their Chrome Book from the technology department. In cases where use of the Chrome Book has caused batteries to become discharged, students may be able to connect their Chrome Books to a power outlet in class.

3.4 Screensavers/Background photos

- ❖ MVCS has installed a uniform background screen for students.
- ❖ Any background screen/photo that deviates from the MVCS sanctioned screen will result in disciplinary consequences as outlined in the MVCS Student/Parent Handbook.
- ❖ Personal passwords are not to be used.

3.5 Sound, Music, Games, or Programs

- ❖ Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ❖ Music is allowed on the Chrome Book and can be used at the discretion of the teacher. Personal music is not allowed.

3.6 Printing

Printing from the Chrome Book is not available at MVCS.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their Chrome Books. This will assist them with Chrome Book use while at home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chrome Book/Home Directory

Students may save work to the home directory on the Chrome Book. It is recommended students e-mail documents to themselves for storage. Storage space will be available on the Chrome Book—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chrome Book malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

MVCS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, MVCS will not be responsible for lost or missing data.

5. SOFTWARE ON CHROME BOOKS

5.1 Originally Installed Software

The software/apps originally installed by MVCS must remain on the Chrome Book in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Chrome Books at the completion of the course. Periodic checks of Chrome Books will be made to ensure that students have not removed required apps.

AT NO TIME CAN AN CHROME BOOK BE SYNCED TO ANY ITUNES ACCOUNT OTHER THAN THE SCHOOLS AUTHORIZED ACCOUNT.

5.2 Additional Software

Additional software/apps are authorized but it is the responsibility of the user to update and maintain them. MVCS staff have the decisive power to determine if it is an appropriate application. If you are not sure, seek guidance from the technology department.

5.3 Inspection

Students may be selected at random to provide their Chrome Book for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software, non-MVCS installed apps are discovered, the Chrome Book will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chrome Books for periodic updates and syncing.

6. RESPONSIBILITY AND LIABILITY

6.1 Parent/Guardian Responsibilities

- ❖ Talk to your children about values and the 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 social media, television, phones, movies, and radio.
- ❖ Should you want your student to opt out of having a Chrome Book, you will need to meet with MVCS administration.

6.2 School Responsibilities are to:

- ❖ Provide Internet and Email access to its students.
- ❖ Provide Internet Blocking of inappropriate materials as the school is able.
- ❖ Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students are Responsible for:

- ❖ Using computers/devices in a responsible and ethical manner.
- ❖ Obeying general school rules concerning behavior and communication that apply to Chrome Book/computer use.
- ❖ Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via MVCS designated Internet System is at your own risk. MVCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- ❖ Helping MVCS protect our computer system/device by contacting an administrator about any security problems they may encounter.
- ❖ Monitoring all activity on their account(s).
- ❖ Students should always turn off and secure their Chrome Book after they are done working to protect their work and information.
- ❖ If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and bring it to the attention of administration.
- ❖ Returning their Chrome Book to the technology department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MVCS for any other reason must return their individual school Chrome Book computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- ❖ Syncing a Chrome Book to a non-MVCS authorized account.
- ❖ Illegal installation or transmission of copyrighted materials
- ❖ Any action that violates existing school policy or public law

- ❖ Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- ❖ Use of chat rooms, sites selling term papers, book reports and other forms of student work
- ❖ Messaging services-EX: MSN Messenger, ICQ, etc
- ❖ Internet/Computer games during instruction.
- ❖ Use of outside data disks or external attachments without prior approval from the administration
- ❖ Changing of Chrome Book settings (exceptions include personal settings such as font size, brightness, etc)
- ❖ Spamming-Sending mass or inappropriate emails
- ❖ Gaining access to other student's accounts, files, and/or data
- ❖ Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- ❖ Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- ❖ Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, email, etc.
- ❖ Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- ❖ Use during lunch time
- ❖ Vandalism (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 software components) of school equipment will not be allowed
- ❖ Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- ❖ Bypassing the MVCS web filter through a web proxy

6.5 Chrome Book Care

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

- ❖ *JAILBREAKING: Jailbreaking results in voiding the Chrome Book warranty and will result in user purchasing the Chrome Book at a cost of \$300.00.*
- ❖ Chrome Book batteries must be charged and ready for school each day.
- ❖ Only labels or stickers approved by the MVCS may be applied to the computer.
- ❖ Chrome Books that malfunction or are damaged must be reported to the Technology Department. The school will be responsible for repairing Chrome Books that malfunction. Chrome Books that have been damaged from student misuse, neglect or are accidentally damaged will be repaired in accordance with the insurance policy. Students will be responsible for the entire cost of repairs to Chrome Books that are damaged intentionally.
- ❖ Chrome Book damage: Students are responsible for any and all damage.
- ❖ Chrome Books that are stolen must be reported immediately to the Administration.

6.6 Legal Propriety

- ❖ Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- ❖ Plagiarism is a violation of the MVCS disciplinary guide. 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.
- ❖ Use or possession of hacking software is strictly prohibited and violators will be subject to MVCS Student/Parent Handbook disciplinary guide. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by MVCS.

6.7 Student Discipline

If a student violates any part of the above policy, administration will determine if he/she receives consequences outlined below:

- ❖ Checkin/checkout their Chrome Books from the technology department daily.
- ❖ Chrome Book privilege suspension (student still responsible for all required work).
- ❖ Loss of Chrome Book privileges for a length of time determined by the administration.

7. PROTECTING & STORING YOUR CHROME BOOK COMPUTER

7.1 Chrome Book Identification

Student Chrome Books will be labeled in the manner specified by the school. Chrome Books can be identified in the following ways:

- ❖ Record of serial number
- ❖ MVCS Label

7.2 Storing Your Chrome Book

Nothing should be placed on top of the Chrome Book. Chrome Books should not be stored in a student's vehicle at school or at home

7.3 Chrome Books Left in Unsupervised Areas

Under no circumstances should Chrome Books be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, media lab, unlocked classrooms, and hallways. Chrome Books left an unsupervised area, it will be taken to the computer lab or the office.

8. REPAIRING OR REPLACING YOUR Chrome Book COMPUTER

8.1 Replacement Costs

Mountain View Christian Schools understands that any electronic device can be broken. While MVCS has made a large investment in your student by purchasing this technology.

Students/Parents are responsible for full payment of damages to Chrome Books. These damages include, but are not limited to: broken screens, cracked plastic components, missed keyboard keys, or inoperability. Lost items, such as cables, will be charged the actual replacement cost.

Should the cost to repair a Chrome Book **exceed** the cost of purchasing a new device, the student/parent will pay for the full replacement value. The replacement cost for a Chrome Book is \$300.00.

8.2 Theft/Vandalism

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the school office.

8.3 Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the Chrome Book in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the Chrome Book computer. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.3 Claims

All insurance claims must be reported to the business office. Students or parents must file a police or fire report and bring a copy of the report to the business principal's office before an Chrome Book can be repaired or replaced.

AUP ACKNOWLEDGEMENT / SIGNATURE PAGE

This form is required in order to receive a Chrome Book.

By signing this form, we acknowledge that we have read and are in agreement with the **Chrome Book Acceptable Use Policy (AUP)** issued by Mountain View Christian Schools. We acknowledge that we are responsible for the repair/replacement of Chrome Books and its components. We understand that repair/replacement will NOT exceed the replacement cost of a Chrome Book, which is \$300.00.

We further acknowledge that:

Student Name (Please Print): _____

Has been issued the following technology from Mountain View Christian Schools:

Device: _____

Serial Number: _____

Additional Support Components (Power cords, cases, etc):

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____