1:1 Student/Parent Chromebook Guide

McHenry School District 15

Recognizing the increasing demand for technological literacy in an evolving society as well as the vast potential for differentiated instruction through technology, McHenry Community Consolidated School District 15 ("MCCSD15") will provide the 1:1 resources necessary to effectively integrate technology into curriculum and instruction to improve student learning; facilitate innovative, technology-based teaching methods; and adequately prepare students for the challenges of effectively, responsibly, and ethically utilizing technology for personal, professional, and scholarly purposes.

Device Purpose
As part of attending McHenry School District 15 each student, grades 2-8, will be issued a Chromebook. Students in grades PreK-1 will have a cart of chromebooks available in their classroom. These devices are the property of McHenry School District 15. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Suite, educational web based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, nor high end computing.

What does 1:1 (one to one) mean?
One computing device for EACH student.

What does that look like in each school?
Each student, grades 2-8, will have an assigned device that is taken home nightly to be utilized for learning at home when appropriate and also to be brought back to school daily fully charged. Students in grades PreK-1 will have a cart of Chromebooks available to them in each classroom.

How does 1:1 help learning?
Technology is an educational basic in school today. It is a tool necessary for students to successfully use, produce and create information in a 21st century classroom – and to be prepared for the world they will enter after graduation. 1:1 access creates an equitable learning environment for all students. All students then have the same tools aligned with classroom learning. Chromebooks extend learning beyond the school day and expands opportunities anywhere the student has the device.

Receiving Your Chromebook
Students will receive their Chromebooks during scheduled Chromebook distribution times at their schools.

Transfer/New students will be issued their Chromebook and case after their first day of school.

Returning Your Chromebook
End of Year
1. At the end of the school year all 8th grade students must turn in their Chromebook, charger, and case before promotion. Failure to turn in a Chromebook will result in a

student being charged for the Chromebook. If a Chromebook is not returned, a report of stolen property may also be filed with the local law enforcement.

Transfer Students
1. Students that transfer out or withdraw from District 15 must turn in their Chromebook, charger, and case to the main office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged for the Chromebook. A report of stolen property may also be filed with the local law enforcement agency.

Overview
MCCSD15 views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of MCCSD15 to maintain an environment that promotes ethical and responsible conduct with all electronic resource activities. With this privilege and extraordinary opportunity to explore resources requires collaboration between the district and the parent to serve the student.

Electronic Device Rules and Guidelines
The rules and regulations are provided here so that students and parents/ guardians are aware of the responsibilities students accept when they use a district-owned computer. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

District 15 students and families understand that:
1. All users of the MCCSD15 network and equipment must comply at all times with the MCCSD15 Acceptable Use Policy
2. All Electronic Devices are the property of District 15.
3. All users are accountable to all school, district, local, state, federal laws, and FCC rules and regulations.
4. All use of the Electronic Devices and network must support learning.
5. Students and families must follow all guidelines set forth in this document and by District 15 staff.
6. All rules and guidelines are in effect before, during, and after school hours, for all District 15 computers whether on or off district property.
7. All files stored on District 15 equipment or the networks are property of the district and are subject to review and monitoring.
8. The term "equipment" or "technology" or "Device" refers to the Chromebook, keyboard, power cord, hotspots, and applications. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
9. Students are expected to report any damage to any equipment as soon as possible to a staff member. This means no later than the next school day.
10. Lost/Stolen items are to be reported immediately to a staff member.

11. Students who identify or know about a security problem are expected to convey the details to their staff member without discussing it with other students.
12. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. (Unless specifically cleared by staff for a school project)
13. All users are expected to follow existing copyright laws and educational fair use policies.
14. Students must log in under their assigned username. Students may not share their password with other students nor may they create additional user logins. Students who login under another name will be subject to disciplinary measures up to and including expulsion.
15. Students may not loan Electronic Device components to other students for any reason. Students who do so are responsible for any loss of components.
16. Students are not to send unsolicited emails.
17. Any failure to comply with district rules and guidelines may result in disciplinary action. District 15 may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
18. District 15 reserves the right to confiscate the property at any time.
19. Students may not use another student's computer without consent.
20. Students are not allowed to create any inappropriate content on the Chromebooks. (Profanity, inappropriate images, drugs or alcohol, or anything else deemed not school appropriate.)

Parent/Guardian Responsibilities

MCCSD 15 makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the Electronic Devices in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Monitor Student Use when School Device is Brought Home
● Become involved in your students e-learning and computer use at home. Be aware of how your student is using the device to complete coursework.
● Investigate and apply parental controls available through your internet service provider and/or your wireless router.
● Develop a set of rules/expectations for Chromebook use at home.
● It is recommended that Laptop use is in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
● Demonstrate a genuine interest in what your student is doing on the Electronic Device. Ask questions and request that they show you his or her work often.

Chromebook Device Care

General Precautions
- No food or drink should be next to a Chromebook. Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with their power cords plugged in when the cords may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.
- Do not leave in vehicle for a prolonged period of time, especially during extreme hot or cold weather

Cases
- All students will be issued a protective always-on case. The device should always be used and transported while in its case.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the students' responsibility to care for and protect their devices.

Carrying Chromebooks
- Chromebooks should always be transported with care in a District 15 issued protective case.
- Chromebooks should never be lifted by the screen.
- Chromebooks should never be carried with their screens open.

Screen Care
The Chromebook screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

Prohibited Actions
Students are prohibited from:
- Putting stickers or additional markings on the electronic device, batteries or power cord/chargers.
- Defacing MCCSD15 issued equipment in any way. This includes, but is not limited to marking, removing district stickers, painting, drawing, or marring any surface of the electronic device.

Loss, Damage, and Repair

The Chromebook comes with an accidental damage protection warranty. The District will repair equipment that is covered by the warranty. If any damage or repair is not covered by the warranty or is not repairable, including multiple incidents of negligent or intentional damage, the student and their parent/guardian will be responsible for reimbursing the District for the cost of the repair.

Loss or theft of the device is also the student and their parent/guardian's responsibility and will result in the full replacement cost ($250) being charged to the student's account which becomes an obligation to be paid. A replacement device will be provided to the student once the fee for the lost device has been paid to the Business Office.

Gmail For Students

Purpose	All MCCSD15 students are issued a Gmail account. Gmail allows students to safely and effectively communicate and collaborate with MCCSD15 staff and classmates, giving them an authentic purpose for writing. The effective use of email is: ● A 21st Century communication tool ● Used in careers and higher education settings
Guidelines and Reminders	● Email should be used for educational purposes only. Unsolicited emails are not permitted ● Email transmissions may be monitored by staff ● All email and all contents are property of the district ● Email should only be used by the authorized owner of the account ● Device usage is monitored by staff members using classroom management software. The staff will have record of what is on the screen, and the sites visited ● Students must protect their passwords and not share them with anyone other than parents
Restrictions and Limitations	● All students are limited to sending and receiving email only within the district *Except for approved domains needed for educational use.
Unacceptable Use Examples	● Non-education related forwards (e.g. jokes, chain letters, images) ● Harassment, profanity, obscenity, racist terms ● Cyber-bullying, hate mail, discriminatory remarks ● Email for individual profit or gain, advertisement, or political activities

Using your Chromebook At School

It is the expectation that students bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

1. If a student does not bring his/her Chromebook to school
   - If available, a student can checkout a loaner device from the Library Media Center for the day.
   - A student checking out a loaner Chromebook is responsible for any damage or loss of the issued device.
   - The student will be responsible for returning the borrowed device to their Library Media Center at the end of the day.

2. In the event a student Chromebook needs to be repaired. The student should follow the following process.

   - Inform the teacher of the issue.
   - The student should take the broken device to the Library Media Center.
   - A loaner will be issued by the Learning Media Center Director.
   - The student's loaner device is subject to the same agreements as their 1 to 1 device.
   - When the student's original electronic device is repaired and ready to be picked up the student will be called to the library.
   - Student turns in loaner device to library media center and their original device is returned to them.

3. Charging Chromebooks
   - Chromebooks must be brought to school each day with a full charge.
   - Students should charge their Chromebooks at home every evening.
   - A fully charged Chromebook should last the entire school day.

4. Backgrounds and Themes
   - Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

5. Sound
   - Sound must be muted at all times unless permission is obtained from a teacher.
   - Headphones may be used at the discretion of the teacher.
   - Students should have their own personal set of headphones for sanitary reasons.

6. Logging into a Chromebook
   - Students will log into their Chromebooks using their school issued McHenryConnects (ClassLink) account or QR code badge.
   - Students should never share their account passwords with others.

7. Virtual Meetings
   ○ During video chat instruction, it is inevitable that the teacher and other children will be able to see the area of your home surrounding your child and any activity that might be occurring in the background. It is also possible that your child might be able to view the assignments of other children and vice versa.
   ○ Recording or taking pictures of students engaged in video chats is absolutely prohibited. We understand and appreciate that parents want to celebrate and highlight their children's accomplishments and those of their teacher(s). Unfortunately, this may result in unintended consequences. Please respect the privacy of all students participating in a video chat with your child.
   ○ Always be respectful and responsible during virtual meetings.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school for educational purposes . A WiFi Internet connection will be required for the majority of Chromebook use, however there are some applications that can be used while offline and not connected to the Internet. Students will be bound by the District 15 Acceptable Use Policy, Electronic Device Agreement, administrative procedures, and all other guidelines in this document wherever they use their Chromebooks.

Content Filter
The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If its blocked in school then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

No Expectation of Privacy
Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks (including reviewing files and other materials) at any time for any reason related to the operation of the District and/or for any purpose that furthers the interests of the District. By using a Chromebook, students agree to such access, monitoring and/or recording of their use.

Monitoring Software
Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

"…To deliver an unrivaled education by providing innovative, supportive, and engaging experiences that empower all learners to achieve their ultimate success."

MCHENRY D15
Today's Learners... Tomorrow's Leaders

Internet Student Safety Information

District 15 remains committed to ensuring all students are safe given the increased demand and use of technology while in the classroom and at home. We encourage you to partner with us and take advantage of Bark Plus and GoGuardian Beacon to keep all learners safe online.

When schools give students access to devices and online accounts, an incredible world of learning opportunities opens up — as well as potential dangers. Digital safety is critically important to McHenry School District 15, which is why we use student safety resources to aid in helping our students stay safe online and in everyday life. The two resources are GoGuardian Beacon and Bark Plus.

What is GoGuardian Beacon and How Does It Help My Student(s)?

GoGuardian Beacon protects students by notifying school administrators and faculty if a child searches, creates, views, or interacts with online content that could be related to self-harm, or potential harm to others. GoGuardian Beacon may help intervene even when a student may have difficulty asking adults for help. District 15 administrators receive GoGuardian Beacon alerts continually, but oftentimes families are in a better position to respond to urgent alerts after hours, on weekends, and during breaks.

What is my role as a parent/guardian with GoGuardian Beacon?

Parents/guardians continue to play a vital role in each child's support network. In an effort to assist our families, District 15 has enabled parental notifications after school hours and during the summer months. Parents will automatically be notified to the email address on file in Skyward if the system identifies a student may be at risk for self harm.

What is Bark Plus and How Does It Help My Student(s)?

When possible dangers arise on school-issued accounts, Bark Plus sends us alerts so we can address the situation in a timely manner. These alerts also give us insights that help us promote the wellness of the entire student body. Parents can now also sign up to get alerts**.**

What is my role as a parent/guardian with Bark Plus?

Students use their school-issued accounts both at school and at home, and families are often in a better position to respond to urgent alerts after hours, on weekends, and during breaks. You will receive an email asking for you to confirm your contact information. Upon confirming this information, you'll begin to receive after-hour alerts if Bark Plus detects potentially time-sensitive issues.

What is the difference between GoGuardian Beacon and Bark Plus?

Go Guardian Beacon is the system that continually screens student web browsing activity to also ensure student internet and web safety. Bark Plus is the system that continually screens

student district emails and Google Workspace to ensure internet and web safety. Please note these services only monitor district student accounts and devices.

GoGuardian Parent

McHenry School District 15 allows parents access to GoGuardian Parent, a mobile app to help keep parents/guardians aware of your children's activity on school-issued devices and provide you with additional controls during out-of-school hours. GoGuardian Parent is a companion to the classroom management and internet filtering tools that you use for devices issued to students. Through the use of this app, we hope to encourage more open and honest conversations between parents and children that will result in safer practices and responsible browsing habits.

What is GoGuardian Parent?

GoGuardian Parent was created to help provide additional educational support to administrators and teachers by allowing parents to see what sites and documents their children are browsing and providing parents with additional internet controls at home. The app gives parents a bird's eye view of the apps and websites that their kids are on most often and control over school-issued devices during out-of-school hours. With this perspective, parents can be made aware of what types of browsing behavior schools are seeing from students so they can all work together to encourage more effective internet browsing habits at home and at school.

What's the intention of the app?

By providing insight and controls over student browsing activity, our goal is to empower parents to take a more active role in their children's online learning. We aim to create a greater sense of transparency with student browsing to help bring about a greater sense of accountability on both the parent's and the student's part. We also believe that transparency and insight will increase the likelihood of productive student browsing habits on a more consistent basis.

What is included in this app:

- Top 5 summary of student browsing (apps, extensions, documents, and websites visited)
- 30-day view of websites, videos, documents, apps, and extensions
- Ability to block websites on school-issued devices during out-of-school hours
- Ability to pause internet access on school-issued devices during out-of-school hours, either on-demand or at a scheduled time

To access the app, please follow the below instructions:

1. Download the app
   iPhone: Visit the App Store, search for GoGuardian Parent, and tap the download button.
   Android: Visit the Google Play Store, search for GoGuardian Parent, and tap the download button.

2. After the app is successfully downloaded and installed, open it up and enter the email address registered with the school. Note: If you forgot your registered email address, please reach out to your school.
3. Login/Check Email: Check your email on your phone for a link to log in to the app. Tap the "Verify your email", and it will take you straight to the app. *Note: If you don't have access to your email through the device you used to log in, tap on "Login with verification code", and copy and paste the verification code from the email into the app.*

Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information, images, and other media that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts and resources.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist or inappropriate.
- **Respect Intellectual property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.