



Chromebook Guidelines

IMPORTANT: Please note that personal laptops and tablets will not be permitted for use by cadets during the school day.

1. What is a Chromebook?

A Chromebook is a personal computer using the Google Chrome OS operating system. Chromebooks are designed to be used while connected to the Internet and support cloud-based applications.

Files are stored in the cloud and saved automatically. Each cadet can access all of the Google Suites for Education applications by logging into the Chromebook with a Maritime Username and Password.

Username = firstname.lastname@maritimecadets.org

Password = cadetID#

When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome OS, operating system. You must shut down your Chromebook in order for updates to occur, on restart. Additional functionality and improvements to the Chrome OS will continue to occur through automatic updates. Chromebooks have built-in virus protection. There is no need to download and install virus protection software as it is built into the Chrome Operating System and automatically updates the latest security patches.

2. Receiving Your Chromebook

Chromebooks will be distributed during select dates/times in January at the high school building mess hall. Chromebooks will only be given directly to a parent/guardian.

After initial January deployment, a parent/guardian must visit the main office to complete the required information and accept a cadet Chromebook.

Each parent/guardian and cadet must sign a Chromebook agreement BEFORE a Chromebook will be issued to the cadet.

The form will be available to preview on the School website and at secondary school offices beginning January 2019.

3. New Cadets

Any cadet who moves out of the area or no longer attends Maritime Academy Charter School, must return the Chromebook and charger to the Main Office on the cadet's last day of school.

If the cadet does not return his/her Chromebook and charger, the family will be issued an obligation for the full current replacement cost of the Chromebook, and the Chromebook will be disabled.

4. Protection Plan and Fee

Families are required to purchase a non-refundable \$25 insurance plan for each Chromebook to supply the family with Chromebook protection. (See *Device User Agreement and Policy Protection Plan* for Specific Details).

The annual maximum household contribution is \$75. The fee covers unintentional spilled liquid damage, unintentional breakage, drops or falls, and missing keyboard keys. Requires written explanation by parent/guardian.

In the event that the Chromebook is lost while in the custody of the cadet, the cadet and parent/guardian agree that they are responsible to the school for the entire replacement cost.

In the event that the Chromebook is stolen while in the custody of the cadet, the cadet and parent/guardian agree that they are responsible to the school for the damage deductible of \$100 plus submit a copy of the police report.

If a police report is not submitted, the occurrence will be treated as "lost."

There will be a payment station at the designated distribution locations to pay via the acceptable payment methods:

Money Order/Cashier's Check (No personal checks)

5. Cadet Chromebook Responsibilities

Adhere to these guidelines each time the device is used at home and school:

- Chromebook is for sole use by the cadet who it was issued to.
- Charge Chromebook at home nightly, bringing it to school each day with a full

charge.

- Use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech.
- Cyber-bullying, including personal attacks or threats toward anyone made while using either school owned or personally-owned technology, is to be reported to responsible school personnel.
- Respect the Internet filtering and security measures included on the Chromebook.
- All Chromebooks are configured so that Internet content is filtered when the cadet is at school. Internet filtering will be more restrictive on the school network. During the instructional day, only use technology for school-related purposes.
- Follow copyright laws and fair use guidelines and only download or import music, video or other content that cadets are authorized or legally permitted to reproduce or use.

6. Caring for Your Chromebook

General

- Chromebooks should not have food, drinks, or other liquids placed near them.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not have heavy objects placed on them.
- Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should never be carried with the screen open.

Charging

- Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebooks at home every night.
- AC adapters should not be brought to school.
- Chromebooks must be brought to school each day in fully-charged condition.
- Fully-charged, the Chromebook battery should last up to 9 hours.
- Cadets will be permitted to charge Chromebooks, in emergency situations only, in the classroom, at the teacher's discretion. Limited spare AC adapters will be available to be signed out from the school.

Screen Care

- Chromebooks should not be carried by the screen.
- Chromebooks should not have pressure placed on the top when it is closed.
- Chromebooks should not be stored with the screen open.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Storage

- Chromebooks should not have objects placed on them when stowed away.
- Chromebooks should never be stored in a vehicle. Cadets are responsible for securing their Chromebooks during extra-curricular activities and events.
- Chromebooks should not be stored in unsupervised areas.
- Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the main office. School personnel are not responsible for safekeeping and/or protection of Chromebooks.

Consequences

Cadets who use Chromebooks to interact inappropriately or purposefully damage a Chromebook will be subject to the procedures of the Cadet Conduct Handbook/Policy.

7. Repairing or Replacing Your Chromebook

- Cadets should never disassemble Chromebooks and attempt their own repairs.
- Do not take Chromebooks to an outside computer service for any type of repairs or maintenance.
- Cadet needing to have the Chromebooks repaired or replaced should take the Chromebooks to the school staff.
- A staff member will document the issue for the Technology Department and the Technology Department will collect the device for repair.
- The staff may assign the cadet a loaner Chromebook to use while his/her device is being repaired.
- The staff will notify cadets when their repaired Chromebooks are ready. If repair is needed due to purposeful damage, the school may refuse to reissue a Chromebook. A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be recoverable.

- Appropriate insurance deductible fees will need to be paid, as outlined in Device user agreement.

8. Lost or Stolen School Property: Chromebooks / Chargers / Cases / Bags

- If your Chromebook/add on equipment is stolen: file a police report and immediately contact the school. Families will be responsible for the “stolen deductible” as part of the Chromebook replacement cost.
- If your Chromebook/add on equipment is lost, contact the School immediately. Families will be responsible for FULL REPLACEMENT COST.

9. How To Connect to Wi-Fi

Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. The Chromebooks do not automatically come with a cellular/data plan, so Wi-Fi must be used to access the Internet. If a cadet does not have Wi-Fi access at home, other options are available including the public library, public Wi-Fi hotspots in our area.

At School

Chromebooks will be configured to automatically connect to the School Wi-Fi. If your Chromebook is not connecting to the School Wi-Fi, please contact the Main Office.

At Home or Public Network

Open the Chromebook for it to power on.

View Wi-Fi Networks by clicking the Down Arrow next to “No Network.”

Choose the preferred Wi-Fi Network from the list.

If password protected, enter password on the next screen.

Check Wi-Fi connection using the Wi-Fi icon in the bottom right corner (next to the battery icon).

Click the Wi-Fi icon to show all available Wi-Fi Networks.

If connected to a Wi-Fi Network, it will be indicated.

You may connect or disconnect from Wi-Fi Networks.

Check Internet History

To check the Internet history on a Chromebook:

Open the Web browser by clicking on the Chrome icon.

Click on the three (3) dots in the upper right.

Scroll down and hover over “History”.

This will give you recent history in a separate window.

Click on “History” in the separate window to view full history. You can scroll through the full history or search for specific items at the top of the history window.

Cadets/parents/families are not permitted to delete/modify the Internet history. Maritime Academy Charter School is not responsible for checking cadet Internet history.

File Storage

At school we encourage cadets and teachers to share files via Google Drive and PowerSchool.

10. No Expectation of Privacy

The School reserves the right to monitor any user’s utilization of School technology resources.

Users have no expectation of privacy while using School technology resources, whether on or off School property.

The School may monitor, inspect, copy, and review any and all usage of School technology resources including information transmitted and received via the Internet to ensure compliance with this and other School policies, and state and federal laws.

All e-mails and messages, as well as any files stored on School technology resources, may be inspected at any time for any reason.



MARITIME ACADEMY CHARTER SCHOOL

Chromebook Guidelines and Device User Policy Acknowledgement Form

I, _____ have read, understand and will comply
(Cadet's Name)

with the rules and regulations governing the Chromebook Guidelines and Device User Agreement Policy and Protection Plan.

Name of Cadet: _____ Grade: _____
(Please print)

Name of Parent/Guardian: _____
(Please print)

Address of Parent/Guardian: _____

Contact Information:

Home Phone Number: _____

Cell Phone Number(s): _____

Email address: _____

CADET'S SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN SIGNATURE _____ **DATE:** _____