



**ACCEPTABLE USE POLICY
 CHROMEBOOK AND GOOGLE APPS FOR EDUCATION ACCOUNT**

What is a Chromebook?	Chromebooks are a type of computer that run Chrome OS, an operating system that has cloud storage, the best of Google built-in, and multiple layers of security.
How and why will the Chromebook be used	Chromebooks will be used to create and enhance a collaborative learning environment for all students. This environment supports engagement with content and promotes self-directed exploration and inquiry among students. Students will be able to find and assimilate information, create content, demonstrate their learning in a variety of ways, express their ideas, build solutions, explore, create, write, edit, curate, and engage others effectively while exhibiting digital citizenship.
General Expectations	<ul style="list-style-type: none"> • Students are responsible for understanding and adhering to all District Acceptable Use Agreements for Technology. Access to the technology resources of the Millbrae School District is a privilege, not a right. • Students will have access to all available forms of electronic media, curriculum, and communication which support education, research and the educational goals and objectives of the MESD. • When using the Chromebook during school hours, students must be on-topic. Playing games, chatting, emailing, or surfing the web during a lesson or project is not appropriate. • Students may only use the Chromebook and integrated webcam for academic purposes and homework. No recordings or images of any student or adult may be taken without permission.
Digital Citizenship	<p>Students will follow criteria of digital citizenship: (credit: Common Sense Media & Edmodo)</p> <ul style="list-style-type: none"> • Communicate responsibly and kindly with one another • Protect your own and others' private information online • Respect each other's' ideas and opinions • Give proper credit when we use others' work • Stand up to cyberbullying
Chromebook Use at School	<ul style="list-style-type: none"> • Inappropriate media may not be used as a screensaver, background, or profile image • Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes • Headphones or earbuds may be used when instructed by the teacher
Chromebook Care	<p>Students are responsible for the general care of the Chromebook they are issued in each class. Chromebooks that are broken or fail to work properly must be reported to the classroom teacher as soon as possible so the IT department can make necessary repairs.</p> <p>General Care:</p> <ul style="list-style-type: none"> • No food or drink is allowed next to your Chromebook while it is in use • Cords and cables must be inserted carefully into the Chromebook



Millbrae School District

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	<ul style="list-style-type: none"> • Never carry the Chromebook while the screen is open unless directed to do so by a teacher <p>Screen Care: Screens are particularly sensitive to damage from excessive pressure on the screen.</p> <ul style="list-style-type: none"> • Do not lean on the top of the Chromebook • Do not poke the screen • Do not place anything on the keyboard before closing the lid (example: pens, pencils, notebooks) • Clean the screen with an LCD-safe solution applied to a microfiber cloth. <p>(Board Policy 3515.4) The Board of Trustees desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. To discourage such acts, the district shall seek reimbursement of damages, within the limitations specified in law, from any individual, or from the parent/guardian of any minor, who has committed theft or has willfully damaged district or employee property.</p>
<p>Prohibited Use</p>	<ul style="list-style-type: none"> • Downloading any application or extension that has not been approved by the Millbrae School District. • Plagiarizing, copying, reproducing or transmitting materials without the permission of the author or right holder. • Using the Chromebook for any action that violates school rules or public law. • Using the integrated camera or microphone to record or take images of any student or adult without permission. • Use of social networking, chat rooms, or messaging services not authorized by the teacher for academic use. • Gaining access to other students' accounts, files, and/or data. • Bypassing the Millbrae School District web filter. • Sharing passwords, addresses, or other personal information on the internet without the authorization of a parent or school representative.

GOOGLE APPS FOR EDUCATION (GAFE) ACCOUNT

The Chromebook requires a Google account to be used. The Millbrae School District manages and owns all MESD student and staff Google Apps for Education (GAFE) accounts. The educational version of Google Apps provides a self contained environment for students and staff to collaborate and share information and to publish resources within the Millbrae School District domain. GAFE is a web service and may be used from any computer or device with internet access.

Through the use of **GAFE tools**, students will be able to collaboratively create, edit, and share files for school related projects. The following tools are included in the MESD GAFE domain:

- Mail: an individual email account for student use managed by MESD
- Calendar: provides the ability to organize events and shared teacher calendars
- Drive: word processing, spreadsheets, drawing, and presentation tools
- Sites: individual and collaborative website creation tool
- Other tools, apps, and extensions will be accessible for student learning possibilities



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Privacy

School staff and administrators have access to student files and email for monitoring purposes. Students have no expectation of privacy within MESD Google Apps for Education accounts.

Limited Personal Use - The intention use of the GAFE tools is for student learning. GAFE accounts may NOT be used for:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- Inappropriate or offensive content
- Threatening another person
- Misrepresentation of the Millbrae School District, staff, or students.

Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces therefore student free speech may be limited.

Safety

- Students may not post personal contact information about themselves or other people.
- Students agree not to meet with someone they have met online without their parents' approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts. Under no conditions should a student provide his or her password to another person.

Access Restriction

Access to MESD GAFE is a privilege - access to these apps and accounts can be suspended or withdrawn when there is reason to believe violation of policies has occurred. Violations will be reported to school administration for further investigation and plan of action, if needed.

Chromebook Loan

The Chromebooks and GAFE accounts are the property of the Millbrae School District (MESD) at all times. Therefore, there is no assumption of privacy.

The Millbrae School District reserves the right to inspect student Chromebooks and GAFE accounts at any time during the school year. All students are expected to show good judgment and responsibility with the use of the device and associated tools. For purposes of this document, Chromebook refers to the Chromebook device, GAFE account and associated applications. Additionally, damage refers to anything that hinders the use of the device and is beyond normal wear and tear. Therefore, all students and parents/guardians must acknowledge and agree to the following conditions of use:

A. General Expectations:

1. Students are responsible for understanding and adhering to all Acceptable Use Policy for Technology regulations for the use of technology and within this Chromebook agreement.
2. Students may not remove or circumvent the management system installed and used on the MESD Chromebooks. This includes removing restrictions or "jailbreaking" the device. All profiles must remain installed, with nothing added.
3. Students may only use the Chromebook and integrated webcam for academic purposes and homework. No recordings or images of any student or adult may be taken without permission.



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4. Students may connect the Chromebook to wireless networks outside of school.
5. Chromebooks must always be protected.
6. Students may not remove or alter the "asset tag" or other labels on the Chromebook.

B. Chromebook Distribution and Care:

1. The Chromebooks and GAFE accounts issued to students are the property of MESD and are loaned as tools for learning.
2. The Chromebooks are configured and managed by MESD; they must remain under the student's MESD provided account profile. The student may not add a personal Google profile to the device.
3. No student may be loaned a Chromebook or issued a GAFE account without a signed and returned Acceptable Use Agreement.
4. The Chromebook and brand specific power cable are to be returned prior to the end of the loan term as designated below. The returned Chromebook and brand specific power cable are to be undamaged and in good working order. The Chromebook and power cable must be returned immediately when school reopens.
5. Students are responsible for knowing how to properly operate and protect the Chromebook. This includes not leaving the Chromebook in a location where it can be damaged by cold, heat, or moisture.
6. Student/parents are solely responsible for the care and security of the Chromebook. The Chromebook must never be left outside, in an unlocked locker, unlocked car or any unsupervised area.
7. If the Chromebook is damaged or malfunctions, students must report the incident immediately by notifying the MESD District Office at 650-697-5693 or jgiacomazzi@millbraesd.org. If a student damages the Chromebook (outside of reasonable wear and tear), the student/parents are responsible for the expense of repairing or replacing the device.
8. If the Chromebook is lost or stolen, the student must report the incident to the MESD District Office at 650-697-5693 or jgiacomazzi@millbraesd.org as soon as possible. As with all school property, students/parents are responsible for replacing the lost or stolen Chromebook at their own cost.
9. Intentional Damage: Students and parents are responsible for the full payment of intentional damage to any Chromebook. The MESD self-insurance protection DOES NOT cover intentional damage of the Chromebook. This also includes intentional damage to another student's Chromebook.
10. Students/parents are not permitted to repair, alter, modify, or replace the issued Chromebook without the expressed authorization from MESD.
11. MESD will not repair or replace a student Chromebook without the required payment from the student/parent.
12. Aside from the stickers placed on the Chromebooks by MESD, the Chromebooks must remain free of any writing or decorations.



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Student Name	
Student ID	
School	
Laptop Serial #	
School Inventory Tag	

**Millbrae Elementary School District
 Acceptable Use & Device Lending Agreement**

The following information must be filled out completely prior to using a school Chromebook.

Parents/Guardians:

I have read and discussed the MESD Chromebook Policy document with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Name of Parent/Guardian		Phone#	
Parent/Guardian Signature	X	Date	

Student:

I have read and understand the MESD Chromebook Policy and Agreement. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Name of Student		Phone#	
Student Signature	X	Date	

Equipment Received: (Please initial each received)

Items Loaned/Condition – If used or damaged, please make additional comments.

Mobile device Yes No _____ New _____ Used _____ Damaged _____
 Power Supply & Cord Yes No _____ New _____ Used _____ Damaged _____
 Carrying Bag Yes _____ No _____ New _____ Used _____ Damaged _____
 Network Cable Yes _____ No _____ New _____ Used _____ Damaged _____

Comments: (overall condition, scratched, dented, bent, missing keys, missing parts)

Date Returned	
Administrator Signature	