



1:1 Mobile Learning  
Device Responsibilities  
Handbook

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**2020-2021**



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## INTRODUCTION

Mecklenburg County Public Schools is providing a mobile device to students to promote anytime, anywhere learning. This mobile device is an important part of your school's curriculum. The student will be permitted to take the device home when he/she and the parent/guardian read and agree to the terms on this form. Students and parents will receive and sign this document at the start of each school year. The device issued is the property of MCPS and will be returned at the end of each school year. Students will abide by all policies outlined in the Student Handbook (Presented to the MCPS School Board) and the Acceptable Computer System Use (Approved by the MCPS School Board).

## PARENT/GUARDIAN RESPONSIBILITIES

The parent/guardian is responsible for the cost of repairs or replacements if the device is :

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen

### Monitoring Student Use

All Chromebooks will be subject to the same filtering rules both on and off campus. Although no web content filtering system is ever 100% effective, the software used by the District provides protection against inappropriate web content that meets federal Children's Internet Protection Act (CIPA) requirements. Parent involvement is key for keeping students safe online.

Suggestions:

- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- We recommend electronic devices to be used in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Develop a set of rules/expectations for electronic device use at home.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- View your child's Google Drive to check on work progress. If you have your own device like a Smartphone, computer, or tablet, and a Google (Gmail) account, you can access your child's Google Drive to look at the



work they have been doing at school, including comments from teachers and peers.

- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- Turn off your home WiFi at appropriate times. Many of the Chromebooks and other device features require an Internet connection to function. When offline, the Chromebooks can access the Google Docs suite and not much more. Turning off your home WiFi at night can prevent late night YouTube sessions or chatting with friends at inappropriate times.

## STUDENT RESPONSIBILITIES

### General Care

- Keep your device in the case at all times
- Leave all asset tags on the bottom; do not tamper with or remove.
- Clean the screen with a soft, dry, microfiber cloth ONLY if needed.
  - Avoid using paper towels, napkins, or other paper products, as these can scratch the screen.
- Never clean your device with water or other cleaning agents.
- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels.
- Use USB headphones (recommended) to prolong the life of the sound jack and improve quality.
- Report any damage to the device within one school day.
- Log off and shut down your Chromebook each night to ensure you receive updates.
- Spot checks for compliance can and will be done by administration or MCPS technicians at any time.

### Classroom Habits

- Bring your charged device to school every day.
- Center the device on the desk.
- Use two hands to open the lid and carry the device.
- Do not close the lid with anything inside the Chromebook (headphones, pencils, etc.).
- Protect the device from food, drinks, or other liquids.
- Follow all directions given by the teacher.
- Follow copyright laws and cite appropriate sources used from electronic media.



- Convey to your teacher as quickly as possible, without discussing with other students, any identified security problems or potential online safety issues.

### Traveling To, From, and Around School

- Completely shut down the device before traveling.
- Never leave the device unattended for any reason. Use lockers/PE lockers to lock up in school.
- Do not lean against the device or on your backpack with your device inside.
- Store device standing up on it's side in a locker. Do not pile other things on top of it in a locker.

### At Home

- Take your device home everyday.
- Charge the device fully each night.
- Use the device in a common room of the home (family room, kitchen, dining room)
- Store the device on a desk or table - never on the floor!
- Do not leave the device in a vehicle.
- Protect the device from:
  - Extreme heat or cold.
  - Food, drinks, or other liquids.
  - Small children or pets.

## REPAIR/REPLACEMENT COSTS

Students will receive a Chromebook, case, and charger within the first few weeks of school. They will be kept in students' possession until the last few weeks of school. The Chromebook, along with the case and charger, will be returned to the Technology Department for the summer for updates and repairs. Any Chromebook that is not returned by the end of a student's school year will be considered as stolen and the cost to replace the device will be up to the student/guardian and disciplinary action will be taken. Use of this Chromebook, as well as access to the computer network, the Internet, and email are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of Mecklenburg County Public Schools.



The school division maintains basic insurance on all of the Chromebooks issued to students; however, there will be fees charged to students who damage or do not take proper care of their device.

### **The fees are outlined below:**

- 1st damage incident (to be determined by IT and/or administration) – Covered by Device Insurance
- 2nd damage incident - \$25.00 Fee
- 3rd damage incident - \$50.00 Fee
- Further incidents (fees to be determined by extent of damage)

Insurance does NOT cover loss or theft. Loss or Theft (fees to be determined by years in service).

Intentional damage (to be determined by Administration and IT) will be subject to disciplinary action and damage fees.

## FAQs

### **When will the 1:1 be implemented?**

Fall 2020. Each student in grades 3-12 will receive a Chromebook to use for their coursework while at school and to utilize at home.

### **Are all grade levels able to take their Chromebook home?**

Grades 3-12 will be able to take their devices home each day for academic use. They will be required to bring the device fully charged and ready for use every day.

### **Are cases being issued in addition to the Chromebook?**

Yes. In order to reduce risk of damage a protective case will be provided. Students are expected to keep their Chromebooks in the case at all times.

### **Can my student/I refuse a District provided Chromebook?**

No. In order to keep our support model as efficient and effective as possible, we need to maintain strict standards on the devices our students use. As such, students will only be able to use District-supplied devices. In addition, having all



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students with access to the same type of device creates a consistent teaching and learning experience in the classroom.

### **Will there be a technology fee for the Chromebooks?**

No. The district will provide the device, protective case, and insurance for each student. There will be no required fees, unless the Chromebook, charging cable, or protective case is damaged or lost.

### **My Chromebook is broken, how do I get it fixed?**

If you have any issues with your Chromebook, please contact the Virtual Help Desk at [tiny.cc/MCPS\\_HelpDeskForm](https://tiny.cc/MCPS_HelpDeskForm) or **434-447-1291**. Students may be given a loaner device to use while their device is being repaired.

### **What if my Chromebook is stolen?**

If a Chromebook is stolen, the family should notify building administration and school security personnel. A police report will be required to formally document the theft and receive a replacement device. School personnel can assist with this process.

### **Will Chromebooks have internet filtering when used off campus?**

Yes. All Chromebooks will be subject to the same filtering rules both on and off campus. Although no web content filtering system is ever 100% effective, the software used by the District provides protection against inappropriate web content that meets federal Children's Internet Protection Act (CIPA) requirements.

### **Will Chromebooks go home with students over the summer?**

No. Students will return Chromebooks when the school year ends. Student devices may be collected for SOL testing during the school year but will be re-issued after testing is completed (fall only).



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### What if students do not have access to the internet at home?

A limited number of mobile hotspots will be available for checkout at each school. Our mobile hotspot devices will provide students with a safe, simple wireless connection to the Internet.

### Is there a Virtual Help Desk available?

Yes. Students and parents will have access to a Help Desk during the school day with our MCPS Tech Team. If support is needed, students/parents will email [tiny.cc/MCPS\\_HelpDeskForm](mailto:tiny.cc/MCPS_HelpDeskForm)

### What if I transfer to another school or district?

Students are required to return the device to the school if they transfer to another school or withdraw from the district. The device must be in good working order and returned with all components including the charger.





Print full name of student: \_\_\_\_\_

Grade: \_\_\_\_\_ Service Tag Number: \_\_\_\_\_

# 1:1 Mobile Learning Device Responsibilities Handbook

## SIGNATURE PAGE

**I acknowledge (please check boxes):**

- + Receipt of the Mobile Learning Device Responsibilities Handbook. I understand and agree that if I do not honor all the terms in the agreement, I may be denied access to the division network and other electronic media. I may be subject to disciplinary action and my MCPS issued device may be confiscated.
- + Receipt of the Mecklenburg County School Board Student Handbook and the Acceptable Computer System Use Policy/Agreement (GAB-R/IIBEA-R). I received, understand and signed these as part of the student handbook.

**Student Signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name of parent/guardian:** \_\_\_\_\_

**Signature of parent/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_