

Madison STEAM Academy



Madison's Digital Learning Belief Statements:

- ❑ A variety of digital tools are essential to support and facilitate differentiated instruction and can inspire students to become lifelong learners.
- ❑ Students should be actively engaged in critical thinking activities that are driven by grade-level standards to deepen comprehension and application.
- ❑ A variety of digital tools are necessary to support and facilitate student learning opportunities, to effectively assess student understanding, and to adhere to district and state standards which require technology use for successful futures beyond high school.
- ❑ Digital tools can strengthen students' development in the areas of communication, collaboration, creativity, and critical thinking.
- ❑ Access to digital content and tools leverages student centered, personalized learning and can provide formative data and immediate, timely feedback.
- ❑ Consistent and uniform access to devices will remove barriers associated with diverse socioeconomic and academic needs, thus allowing for equitable access and digital fluency for all students.

1:1 Chromebook Learning Initiative

General expectations and care:

- ❖ Gravity is the enemy of the Chromebook. Don't drop them.
- ❖ Chromebooks must be assigned to an individual and the responsibility for the care of the Chromebook rests solely with that individual.
- ❖ Students should not allow another student to use their assigned device.
- ❖ Chromebooks stay at school and are for educational use only.
- ❖ Chromebook carts should be locked when not in use.
- ❖ Never leave the Chromebook in an unsecure location, therefore classrooms must be locked when a teacher is not in the room.

- ❖ No food or drink allowed next to any Chromebook
- ❖ Shut down properly and placed in the cart at the end of each day. Chromebooks should hold a charge for the entire school day.
- ❖ Teachers are responsible for plugging and unplugging the the delicate charging cords.
- ❖ Only teachers are to move carts from room to room.
- ❖ No Chromebooks are allowed to carried to another room and are to be used in general education classrooms.
- ❖ If classrooms are split when a teacher is absent. Assign extra units in classroom cart to those students. At no time should a student walk in halls with chromebooks.
- ❖ Chromebooks are to be charged nightly to ensure a fully charged battery for daytime use.
- ❖ Never carry a Chromebook while the screen is open unless directed to do so.
- ❖ Chromebooks should be shut down when not in use to conserve battery life.
- ❖ Chromebook should not be exposed to extreme temperature or direct sunlight.
- ❖ Do not place Chromebooks on soft surfaces (pillows, blankets, chairs, etc.) while in use to avoid overheating.
- ❖ If a Chromebook is not working or is damaged, it should be reported to a teacher immediately.
- ❖ Adults will fill out a SBCSC Helpdesk ticket to report Chromebook problems.
- ❖ Do not remove or interfere with the serial number or other identification tags.
- ❖ Do not deface or otherwise decorate any Chromebook. This includes pen marks, stickers, marring the surface, picking at the keys, etc...
- ❖ Any behavior, materials, or communications involving the Chromebook that are deemed inappropriate by a Madison staff member may result in disciplinary action regardless of whether they took place or were received at school or away from school.
- ❖ Students will abide by all copyright laws.
- ❖ Passwords and login/usernames should remain confidential with individuals, attempts of using another person's information will not be tolerated.
- ❖ Students should never give out personal information or misidentify themselves on the Madison Chromebooks. Students should not share files except for school related projects or assignments.
- ❖ Use of the Chromebook's audio and video recording capabilities by students requires teacher approval
- ❖ Electronic recordings obtained with the Chromebook may not be shared, published or rebroadcasted for any reason by the student without permission. Any inappropriate use of such tools will result in disciplinary action.
- ❖ Students may be selected at random to provide their Chromebooks for inspection.
- ❖ The special education resource room will have other laptops for student use.

Screen Care:

The Chromebook screen 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 top of the Chromebook.
- ❖ Do not place anything on the Chromebook that could put pressure on the screen.
- ❖ Do not poke the screen with any object, including fingers.
- ❖ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- ❖ Do not slam the lid or push on a closed lid because the Chromebook screen is glass.
- ❖ Clean the screen with a soft, dry anti-static, microfiber cloth or pre-moistened eye glass cloth.
- ❖ Do not use window cleaner, hand sanitizer or any type of liquid or water on the Chromebook.

- ❖ Teachers inspect the Chromebooks each day when returned to the carts.

Damage to Chromebook:

Teachers are responsible for filling out a Chromebook damage or incident report within 24 hours of the incident. Incident reports and the chromebook are physically turned in to the technology leaders for evaluation. No Chromebook will be accepted for repair without a damage or incident report.

First Incident: No Charge for accidental damage; letter to parent. Charge applies for repair or replacement for intentionally damaged device and a parent/guardian meeting with administrator. No replacement unit will be reassigned until parent/guardian meeting takes place. Minimum charge of \$100.

Second and subsequent Incidences: Charge for accidental damage if neglect is determined ; meeting scheduled with parent. Full price of repair or replacement for intentionally damaged and a parent/guardian meeting with administrator. Full price Chromebook is \$200.00. No replacement unit will be assigned until parent/guardian meeting with administrator.

Teachers, please completely read the rules and guidelines regarding the Madison Chromebook policies **with all of your students**, as well as any new student assigned to you throughout the school year. All volunteers involved with instruction also need to read our Chromebook policies. Detach this page, sign the agreement below with your student, and return this page to Title One. Once the agreement has been received, the student will be assigned his/her Chromebook for use during the current school year only. .

**2017-2018 Madison Student
Technology Agreement Statement**

By signing this agreement, I agree I have completely read and understand all the rules and guidelines associated with the Madison STEAM Chromebook program. I agree to completely follow these rules at all times while the Chromebook is under my care. I agree to keep the Chromebook safe and secure at all times and understand I am responsible for returning the Chromebook daily in the same condition as I received it. I understand I am never to remove my Chromebook from the school or classroom.

Student Name (Printed) _____ **Date** _____

Student signature _____ **Date** _____

**2017-2018 Madison Technology
Parent Agreement Statement**

By signing this agreement, I agree I have completely read and understand all the rules and guidelines associated with the Madison STEAM Chromebook program. I have discussed the importance of taking proper care of the Chromebook issued to my child. I understand that I am ultimately responsible for any damage or loss of the Madison Chromebook should my child cause preventable damage. I agree to hold my child accountable for following these rules and guidelines when my student uses the Chromebooks at Madison STEAM Academy. I UNDERSTAND that chromebooks are never allowed to come home with my student. Should that happen, I will return it immediately to the Madison Technology Department.

Parent Name (Printed) _____ **Date** _____

Parent Signature _____ **Date** _____

Student name/Grade _____ **Date** _____