

Technology Cart Policy & Procedures

Mont Pleasant Middle School

About the Chromebook Cart

The focus of the Technology Carts (Chromebooks, HPs, iPads) at Mont Pleasant Middle School is to prepare students for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. The individual use of Chromebooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Chromebooks encourage students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum any time, and any place.

The policies, procedures and information contained in this document apply to all Technology used within MPMS, **and include any other device the Administration considers to fall under the umbrella of this policy.** Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms.

USING THE CHROMEBOOK CART / TAKING CARE OF THE CHROMEBOOK

General Policies

Chromebooks are intended for use during the school day and under teacher supervision. Note: Substitutes are not allowed to facilitate a class using the Chromebook cart. **All students and teachers must sign**

“Chromebook Cart Students/Teacher Contract” before and after each use.

Protect the Chromebook screen by following the rules below. The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.

- Close the Chromebook screen before moving it, unless directed to do so by a teacher.
 - Do not lean on the top of the Chromebook when it is closed.
 - Do not place anything near the Chromebook that could put pressure on the screen.
 - Do not place anything in the carrying case that will press against the cover.
 - Do not poke the screen.
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
 - Clean the screen with a soft, dry cloth or anti-static cloth.
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- No food or drink is allowed next to your Chromebook while it is in use.
 - To conserve battery life Chromebooks should be shut down before moving them.
 - Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Schenectady School District.
 - Chromebooks must never be left in an unsupervised area.
 - Teachers/Students are responsible for charging the Chromebook’s battery before the start of each school day.

Please remind students of the “Schenectady Internet and Electronic Use Policy.”

Failure to comply with the General Policies listed above will result in the loss of Chromebook Cart privilege.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving documents on Google Docs

Students will be logging into Schenectady District's Google Apps for Education domain and saving documents in their google docs. With each individual's Chrome login, the student can access his or her schoolwork from any computer that has Internet access.

Schenectady School District does not guarantee that their Internet will be up and running 100% of the time. In the rare case that the Internet is down, the District will not be responsible for lost or missing data.

Printing

- Printing functionality will be available on a limited basis at school and subject to classroom requirements. Instructional strategies teachers use in their classrooms will encourage and facilitate digital copies of homework.
- The Chromebook will not support a printer connection.

SOFTWARE ON CHROMEBOOKS

All software and apps on the Chromebooks will be installed and managed wirelessly through the District.

Students will not be able to install additional apps on their Chromebooks. Additional software will be installed wirelessly as they are recommended and approved by teachers and site administrators. Note: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Each site has developed its own age-appropriate policies and responsibilities regarding what students may add to the Chromebooks.

NON-FUNCTIONING CHROMEBOOKS

Chromebooks that are broken or fail to work properly must be taken immediately to their Library Media Specialist. If you have technical problems, please do not leave the problem for the next teacher. When you identify an issue, please put a post-it on the laptop and create a HelpDesk ticket. When you make a ticket, include the fact the laptop is part of the Chromebook lab and include the district asset number.

CHECK OUT PROCEDURE

Teachers must use the Electronic Outlook Calendar to schedule cart use under "Shared Folders" called

Outlook on Desktop:

- Click "..."
- Click "Folder"
- Under "All Public Folders" -> locate "MPMS"
- Click the white triangle -> click on desired calendar

Outlook on Web:

- Click "Public Folders" -> Locate "MPMS"
- Click the white triangle -> click on desired calendar

To Schedule:

Double click on desired day. In the subject line: type the period and your name. Create a separate entry of each period you are looking to utilize. Use the option button and dropdown arrows to estimate time. Save and close. Select desired calendar.

END OF USE PROCEDURE

Please follow these procedure at the end of every class.

- Make sure Chromebooks are completely off before student closes them.

- Be sure to allow students sufficient time to put the laptops away prior to leaving class. Students should not be dismissed until all laptops are accounted for and the cart has been inspected by you. **All students much sign off on “Chromebook Cart Student/Teacher Contract.”**
- Students and/or teachers must return laptops to the corresponding numbered shelf in the cart.
- Laptops should be plugged in using the power adapters attached to the cart’s shelves.
- If you do not have immediate plans to use the laptops again, return the cart to the central location and plug in the main power cord.