# Digital Device Take Home Guidelines

MMSD's Vision for Digital Learning

Students, staff and families will engage in digital literacy learning and application through discovery, collaboration, and creation. Accessible, flexible and individualized digital tools and environments for every student at every school will provide rich, diverse learning experiences. Ongoing personalized professional learning for staff will strengthen high-quality instruction and provide a relevant and engaging experience for each learner. Engaged students, staff and families will create a thriving digital community to support every student in graduating from high school college, career and community ready.

To realize this vision for all students, we will provide each student in grades 5 through 12 with access to essential digital learning resources anytime, anywhere by allowing students to bring their Chromebooks home for evenings and weekends.

This exciting learning opportunity comes with certain responsibilities and obligations. Most importantly, regardless of where a student is using their device - at home, school or a local coffee shop - they must be responsible digital citizens and users. All students must follow the requirements outlined in the District's Acceptable Use Policy - Board of Education Policy 3721 (Student Policy, Procedures, and Rules for Using Information Technology). A student may lose access to their device or be subject to other disciplinary action if they do not act in a safe, kind, and responsible manner while using their device.

Digital Device Take Home Guidelines

Device Usage
We will provide the following items and accessories to each student:

Chromebook - transported daily between home and school.

Charging Cord - stays at home and is used to charge the Chromebook nightly

Protective Case - used to transport Chromebook at all times
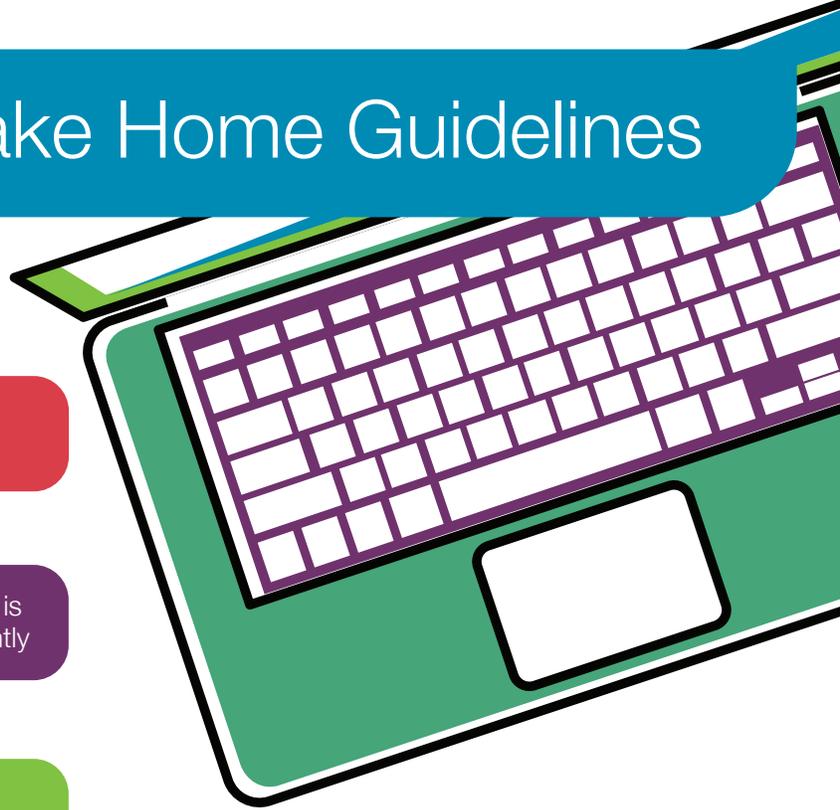
Chromebook Care
Each student is responsible for the overall care of their Chromebook, charging cord and protective case. Take Chromebooks that are damaged or don't work properly to the Library Media Center as soon as possible to be evaluated for repairs. **Please do not attempt to fix it on your own or take it to an outside vendor for any type of repairs or maintenance.**

Chromebook Storage
When not in use, store the Chromebook in the district provided protective case and in a safe place where the student can monitor the Chromebook at all times. Chromebooks should never be left in a car, an area exposed to excessive heat or cold, or unsupervised.

Filtering
In partnership with the community and families, we are continuously working to provide a safe and healthy online experience for our students. Along with teaching students digital literacy skills and how to be responsible digital citizens, we ensure filtered internet searching within the district, as well as off district grounds through our district-wide firewall. This means that regardless of where the device is used, visited websites are school appropriate. MMSD regularly updates our filter, but at times inappropriate material can bypass our filter and should be reported to the Technical Services Department. If students or families find a website that is inappropriate, please report to the school's librarian to work with the school leadership and Technical Services Department to correct the issue.

Parental Usage
We encourage parents/guardians to actively monitor and supervise students as they use the Chromebook at home. Parents' usage of the student devices to communicate with teachers and schools officials, check and monitor grades, and assist students with assignments is welcomed and encouraged.
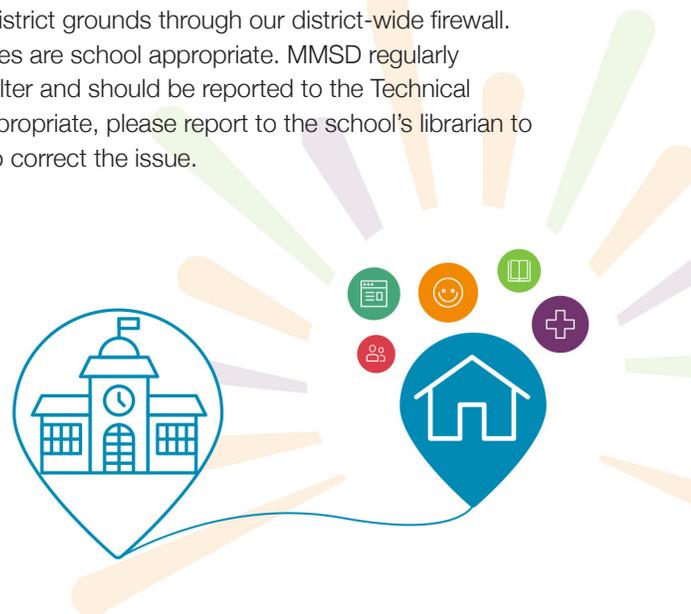
Damaged, Lost or Stolen Devices

MMSD understands that accidents may happen with devices.

If a student damages a device due to lack of proper care or intentional misuse, the student/family will be responsible for the repair or replacement cost.

Offense	Price
1st Offense	$50
2nd Offense	$100
3rd Offense	Price of Chromebook

If a Chromebook is stolen, the student/family must submit a police report to the school Principal or Library Media Technology Specialist within 48 hours of discovering the theft. If the proper documentation is not submitted, student/family will be held responsible for the stolen Chromebook.

Chromebooks are equipped with trackable software (GPS locator) that can be enabled if a device is lost or reported as stolen. The software is only activated when:

>>> **Requested by school administrator, in most cases, because the device has been lost on campus.**

>>> **The device is reported as lost or stolen by parent.**

If the device is lost or damaged beyond repair, the district will **charge the student based on the fee schedule**, per Board of Education Policy 3710 (Fees, Rentals, and Fines).

Cyberbullying

We strive to provide an environment where every student feels safe, respected and welcomed. Bullying of any kind is not allowed towards other individuals— this includes cyberbullying.

Cyberbullying is bullying that takes place over digital devices like cell phones, computers and tablets. Cyberbullying can occur through texting and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying can cross the line into unlawful or criminal behavior.

MMSD students should follow the requirements as outlined in the District's Anti-Bullying policy - in Madison Metropolitan School District Board of Education Policy 4510 [Anti-Bullying] and Parents may visit our Anti-Bullying District website for additional support.

If cyberbullying is found on an MMSD device, parents/guardians can access "Report of Bullying/Harassment Incident" forms in their school's main office or online. The forms can be submitted to any staff member at your school and then turned into the principal for proper investigation.

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Frequently Asked Questions ?
For additional information and care of Chromebooks, please visit https://technology.madison.k12.wi.us/take-home-policy-faqs to see Frequently Asked Questions (FAQ)