

MPSD Chromebook

User Agreement **Grades 1 - Grades 5**





The Manitowoc Public School District is supplying students with access to Chromebook devices. These devices are property of the Manitowoc Public School District. The supplied instructional device provides a valuable instructional tool that will promote learning opportunities for students at school and beyond! The supplied device is an educational tool not intended for gaming, social networking or high end computing.

BE ENGAGED	MANAGE YOUR DIGITAL FOOTPRINT
<p>Avoid using your Chromebook as a distraction from coursework.</p> <p>Use your Chromebook responsibly and as a learning tool.</p> <p>Fully charge your Chromebook every day.</p>	<p>Know that all digital work can be captured and shared...we live in the era of the screenshot!</p> <p>THINK before you post. Is it TTrue, Helpful, Inspirational, Necessary, and Kind?</p> <p>Know that nothing is ever really deleted.</p>
DEMONSTRATE DIGITAL GRIT	SHOW RESPECT
<p>Be creative and innovative.</p> <p>Try new things and take acceptable risks.</p> <p>Figure it out! YouTube is life's instruction manual.</p>	<p>Follow school rules related to technology.</p> <p>Your Chromebook is school property; handle it with care.</p> <p>Use technology to positively interact with your peers and staff.</p>

- ▶ Please plan on returning this Chromebook and charger in working condition after Schools have reopened.
- ▶ Please use the Chromebook in ways that are appropriate and educational and in ways that conform to the district's Student Acceptable Use Agreement.
- ▶ Understand that this Chromebook and Manitowoc Public School District account are monitored and subject to inspection at any time without notice.

Connect your Chromebook to Wi-Fi

1. At the bottom right, select the time.
2. Select Not Connected .
Note: If you see your Wi-Fi network name and a signal strength, your Chromebook is already connected to Wi-Fi.
3. Turn on Wi-Fi.
4. Your Chromebook will automatically look for available networks and show them to you in a list.
5. Select the secure Wi-Fi network .
6. Type the network password.
7. Select Connect.

MPSD [Distance Learning](https://sites.google.com/manitowocpublicschools.org/launchpad/home)

<https://sites.google.com/manitowocpublicschools.org/launchpad/home>

- The **Google Classroom** icon will connect your child to their daily lessons.
- The grade band links will connect your child to additional learning resources.
- The **Virtual Library Card** icon will connect your child to the Manitowoc Public Library website for additional learning resources.

Getting Started on your [Chromebook](https://support.google.com/chromebook/?hl=en#topic=3399709)

<https://support.google.com/chromebook/?hl=en#topic=3399709>

[Student's Quick Guide to Google Classroom](#)

[Student Google Classroom User Guide](#) (more detailed information)

MPSD Acceptable Use Agreement

The Manitowoc Public School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Board of Education encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Manitowoc Public School District and its schools. Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Board of Education has adopted policies (7540.03 & 7540) that govern the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Manitowoc Public School District owned equipment. Board of Education Policy 7540.03 and 7540 can be viewed at <http://neola.com/manitowoc-wj> The school district has monitoring procedures in place that comply with the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA). Students must be aware that they must expect no privacy in the contents of personal files on the Manitowoc Public School District's student email, internet and file storage system. By authorizing use of the district student email and file storage system, the school district does not relinquish control over materials on the system or files contained on the system. Routine maintenance and monitoring of the district student email, internet and file storage system may lead to a discovery that a user has violated district policy, rules, and/or the law. Students must be aware that the school district retains the right at any time to investigate or review the contents of any storage, internet activity at school and email files. An investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of laws, district policy and/or school rules. Email/Internet Rights and Responsibilities:

1. Parents have the right to request the termination of their child's individual email, classroom social networking web site and/or internet account at any time.
2. Parents have the right to review their child's personal information.
3. Parents' consent to the collection of personal information without consenting to the disclosure of personal information to a third party.
4. Student information is for internal school use only and will not be shared or sold to a third party.
5. Students will be courteous and respectful in their messages to others using appropriate language.
6. Students should not send personal information about themselves or others, including but not limited to, home or school address, phone or credit card numbers or other personally identifiable information.
7. Students should never agree to get together with someone you "meet" on-line without prior parent approval.
8. Users will not use the student email, internet and file storage system to access, review, upload, download store, print, post, receive, transmit or distribute:
 - a) pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b) obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c) materials or information that includes language or images that are inappropriate in or disruptive to the education setting or process;
 - d) materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination;
 - e) materials for commercial purposes, advertising or political lobbying is prohibited;
 - f) subscribe to or join a public listserv without prior approval from a parent/guardian and teacher;

All students must read, understand, and abide by the Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by the Manitowoc Public School District or while using any other personally/privately owned/leased electronic device while at school. Any violation of the regulations above is unethical, may constitute a criminal offense or jeopardize my safety. Should a student commit any violation, access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.