

Mooreville Christian Academy

CHROMEBOOK AGREEMENT 2024-2025

Introduction

Students at Mooreville Christian Academy (MCA) will be issued a Chromebook for use in school and at home. This document outlines the responsibilities and expectations for students and their parents/guardians regarding the use and care of the Chromebook. Please review the agreement carefully.

Definitions

Chromebook: A laptop or tablet running the Chrome OS operating system, provided by MCA for educational use.

MCA: Mooreville Christian Academy.

Parent/Guardian: The student's legal parent or guardian.

Student: The individual enrolled at MCA who is issued a Chromebook.

FERPA: Family Educational Rights and Privacy Act, a federal law that protects the privacy of student education records.

COPPA: Children's Online Privacy Protection Act, a federal law that protects the privacy of children under 13.

CIPA: Children's Internet Protection Act, a federal law that requires schools to implement internet safety policies and filtering.

AUP: Acceptable Use Policy, which outlines the appropriate and inappropriate use of technology resources.

Ownership and Responsibility

Ownership: MCA retains sole ownership of the Chromebooks, which are loaned to students for educational purposes for the academic year. MCA staff may collect and inspect Chromebooks at any time.

Student Responsibility: Students must comply with MCA policies and handle devices responsibly.

Care and Maintenance

General Care: Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be reported to a teacher or the office.

- **No food or drink** is allowed next to your Chromebook while it is in use.
- **Cords, cables, and removable storage devices** must be inserted carefully into the Chromebook.
- **Carrying:** Always carry the Chromebook in a protective case.
- **Screen Care:** Clean the screen with a soft, dry cloth. Avoid pressure on the screen.

Usage Guidelines

Daily Use: Chromebooks must be brought to school fully charged every day. Failure to do so may result in disciplinary action.

Offline Work: Use Google Drive for offline editing. Students can also read and answer emails offline.

Internet Access: Connect to home or public Wi-Fi; usage is monitored by MCA.

Sound: Sound must be muted unless permission is obtained from the teacher for instructional purposes.

Printing: At school, printing functionality will not be available. At home, users may print using compatible wireless printing services.

Managing Files: Save documents to Google Drive for access from any device with internet access.

Software and Security

Installed Software: Only school-approved software is allowed. Chromebooks come with the latest ChromeOS and will automatically update.

Virus Protection: Not required due to Chromebook design.

Monitoring: MCA uses CIPA-compliant filtering and third-party monitoring tools.

Cybersecurity Tips

1. **Strong Passwords:** Use strong, unique passwords.
2. **Two-Factor Authentication:** Enable when possible.
3. **Phishing Awareness:** Recognize and avoid suspicious emails/links.
4. **Regular Updates:** Keep software up to date.
5. **Secure Connections:** Use HTTPS for browsing.
6. **Social Media Safety:** Avoid sharing personal information.

7. **Monitor Activity:** Parents should check online activity.
8. **Report Cyberbullying:** Report instances immediately.

Damages and Repairs

Repair Process: Report issues to tech support; loaners may be provided.

Costs: Parents are responsible for damage due to misuse or neglect.

Compliance with FERPA, COPPA, and CIPA

FERPA: Protects the privacy of student education records. MCA ensures compliance by limiting access to educational records and obtaining consent before sharing personal information.

COPPA: Requires parental consent for collecting information from children under 13. MCA adheres to this by obtaining necessary consents for online services.

CIPA: Mandates internet safety policies and monitoring. MCA uses technology protection measures to block inappropriate content and educates students on safe online behavior.

Indiana State Laws and IDOE Requirements

Data Privacy and Security: MCA protects student data in compliance with Indiana laws and federal regulations.

Acceptable Use Policy (AUP): Defines appropriate and inappropriate use of technology resources. MCA's AUP includes guidelines on proper usage, monitoring, and disciplinary actions for violations.

ISTE Standards Alignment

Digital Citizenship: Educates students on ethical behavior and safety online.

Equity and Access: Ensures all students have equitable access to technology and digital resources.

Skills Development: Promotes the development of digital skills necessary for students to thrive in a digital world.

Internet Acceptable Use Policy (AUP)

MCA believes the Internet has much to offer students with its wide variety of resources. Our goal is to educate students about efficient, ethical, and appropriate use of those resources.

Supervised Access: Students will be supervised while using the Internet. The connection will be disabled without adequate supervision.

Training: Students and parents will receive training on appropriate and inappropriate use.

Code of Ethics: Students must act with honesty, integrity, and respect online, adhering to Philippians 4:8.

Prohibited Activities:

- Accessing or distributing inappropriate content.
- Engaging in cyberbullying.
- Attempting to gain unauthorized access to systems or data.
- Disrupting the technology infrastructure.

Consequences: Violations may result in disciplinary actions, including loss of technology privileges, suspension, or expulsion.

Network and Data Disclaimer

Network Connectivity: MCA makes no guarantee that the network will be up and running 100% of the time. In rare cases when the network is down, MCA will not be responsible for lost or missing data.

Data Protection: Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications. MCA is not responsible for the loss of any data stored on the Chromebook or the school's network.

Frequently Asked Questions (FAQs)

1. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost, or stolen? Mooresville Christian Academy will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for the repair or replacement. The School regards the Chromebook as all other materials that are checked out to a student (e.g., library materials, sports equipment, etc.)

2. What are the replacement costs of the Chromebook and accessories?

- Chromebook: \$400
- Screen replacement: \$150
- Keyboard/Touchpad replacement: \$100
- AC Charger: \$30
- Sleeve / Case: \$20

3. As a parent/guardian, how do I monitor my student's use of the internet? Please see the attached document entitled "Parents' Guide to Safe and Responsible Student Internet Use" for suggestions on monitoring your student's use of the internet.

4. What if we don't have Wi-Fi at home? A Chromebook's use is maximized with Wi-Fi, but it can be used in offline mode should Wi-Fi not be available. It will automatically connect to Wi-Fi and upload work upon entering the MCA campus.

5. What if a student forgets to charge the Chromebook? There will be a limited number of power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will be required to leave their Chromebook at school for overnight charging.

6. Will students keep the Chromebook for the summer? Chromebooks and all MCA accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. Returning students will be reissued their same Chromebook the following year. Please contact the Technology Dept. with any questions regarding student use of Chromebooks.

Signatures and Expanded Pledge

Students and parents/guardians must sign the agreement and pledge to follow the guidelines. Return Chromebooks in good condition at the end of each school year.

Student Pledge:

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Mooresville Christian Academy.
- I will follow the policies outlined in the Chromebook Policy Handbook and the School's Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Click [HERE](#) to sign the 2024-2025 Agreement form.