



Computer and Internet Acceptable Use Policy Millennium Education Foundation – 2019-2020

Internet Safety Policy

In compliance with Public Law 106-554, **The children’s Internet Protection Act (CIPA)** and **The Neighborhood Children’s Internet Protection Act (N-CIPA)**, all school computers with Internet access will operate with filtering technology designed to prevent both adults and minors from accessing visual depictions that are obscene (per 18 USC 1460), considered to be child pornography (per 18 USC 2256), or are harmful to minors. The technology protection measure is enforced at the system level: all Internet traffic is inspected by the filtering system.

Specifically, the **Internet Safety Policy** ensures:

- Restriction of access by minors to inappropriate material on the Internet (as defined by Millennium Education Foundation);
- Safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communication;
- Network security against unauthorized access, including hacking and other unlawful activities by minors;
- Prevention of unauthorized disclosure of personal information of minors;
- Measures designed to restrict minors’ access to harmful materials.

The following system is designed to ensure compliance with the **Internet Safety Policy**:

- All Internet activity will be examined by a current software application designed to inspect and filter Internet web pages
- Discovery methods, such as visual inspection, reports and scheduled inspections will monitor compliance;
- All staff members will receive staff development on the Internet Safety Policy and its implications for adult and student use of the Internet on school computers
- Adults will demonstrate and teach appropriate behavior for using school equipment and for accessing the Internet.

Access to e-mail and the Internet will enable students to explore thousands of libraries, and databases while exchanging messages with Internet users throughout the world. Families should be warned that, even with filtering devices, some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, obscene, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media

and information sources. To that end, Millennium Education Foundation supports and respects each family's right to decide whether or not to apply for access at home.

Internet Acceptable Use Policy

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules (Millennium Charter Academy Family Handbook) for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is expected that users will comply with school standards and honor the agreements they have signed. Millennium Education Foundation provides the clarification and the requisite of adult supervision.

Network administrators will routinely review files and communications on personal laptops to maintain system integrity and insure that users are using the system responsibly. This will be accomplished through programs installed on the individual laptops, and through the use of remote access tools. Any attempt to access, disable, modify, remove, or otherwise hinder any administrator monitoring programs, files, or tools will result in loss of laptop privileges. Users should not expect that files stored on school servers will be private.

Computer Regulations:

- It is the student's responsibility to ensure that computer batteries are charged at the beginning of the educational day so that computers can be fully utilized.
- It is the student's responsibility to protect the computer, computer case, and charger unit from loss or damage to the fullest extent of their ability. Students or guardians will be required to reimburse Millennium Charter Academy for any cases, chargers, or computers not turned in at the end of the year. Prices of cases, chargers, or computers will be determined based on the age and unnecessary wear of the equipment, and will not exceed the original purchase price of the equipment.
- Students are prohibited from personalizing their computers through the use of stickers, magic markers, etc., that damage the surface of the computer.
- Students are prohibited from removing factory stickers listing program license information or hardware service tag and serial numbers, or MCA administrative stickers identifying devices
- Headphones or earbuds are prohibited in class unless directed by a teacher.
- Downloading music, games, and videos from the Internet during school hours is prohibited unless directed by a teacher.
- Students are prohibited from playing games in the classroom.
- Chat rooms are not to be accessed.
- Inappropriate use of webcams is prohibited.

- Programs such as i-chat, instant messaging, i-tunes, and games are not to be used during class unless directed by a teacher.
- Programs such as Facebook, MySpace, Skype, Instagram, Twitter, or other social networking programs are prohibited during school hours.
- Students are prohibited from using obscene language and/or materials, including screensavers, backdrops, and/or pictures.
- File sharing must be approved and directed by the teacher.
- No student shall access any e-mail account belonging to another student or teacher.

Specifically, but not limited to, the following are not permitted at Millennium Charter Academy:

- Receiving, sending, or displaying offensive messages or pictures.
- Using obscene language, harassing, insulting or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws, including illegally downloading music
- Violating software license agreements by installing illegally obtained software
- Using another's password, trespassing in another's folders, work or files
- Using browsers to cheat or gain information inappropriately during testing
- Intentionally wasting resources
- Using the network for commercial purposes
- Providing any personal information of any kind over the Internet
- Breaking into or altering the system network

These restrictions also apply to cell phones, iPods, and other electronic devices.

Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of Millennium Charter Academy. Administration reserves the right to inspect a student's Chromebook or Google docs (including email), at any time, with or without the prior knowledge of the student.

Furthermore, in order to uphold MCA's Honor Code and high ideals, students are responsible for reporting any occurrences or forms of inappropriate computer use on school computers, whether that activity takes place on or off school campus. Students knowingly not reporting inappropriate computer activity will be considered in violation of the Millennium Charter Academy Computer Acceptable Use Policy.

Violations will result in a temporary or permanent loss of access as well as other disciplinary or legal action.

Acknowledgement and acceptance of this document must be signed, dated, and returned before students will be assigned a laptop computer. The signature portion for this document is on a following page. Please sign and date that page and return to school.



Hold Harmless Agreement – 2019-2020 School Year

In consideration for being allowed to use a laptop computer for the purpose of enhancing delivery of instruction through advanced technology, I hereby agree to indemnify, defend, and hold harmless the Millennium Education Foundation and its employees from and against all claims, demands, suits, liabilities, damages, losses and expenses resulting from our arising out of the use of the property as described in this agreement, which causes bodily injury, illness, death or other damage to persons or property. I further hereby agree to indemnify and hold harmless Millennium Education Foundation for any misuse of software contrary to the leasing or licensing agreement.

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Millennium Charter Academy

1:1 Chromebook Program – 2019-2020

Chromebook Policy Handbook

As we enter the fifteenth year of the Millennium Charter Academy 1 to 1 laptop program, we seek to continue to ensure a rich technology environment for our students. The mission of the 1-to-1 Chromebook program at Millennium Charter Academy is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will continue to be producers and owners of knowledge rather than just consumers of information. This program will enhance classroom environments and the implementation of high-quality instruction, assessment and learning through the integration of technology and curriculum.

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1. RECEIVING YOUR COMPUTER:

Parents/Guardians and students MUST sign and return the MCA Acceptable Computer Use document before the Chromebook can be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for Millennium Charter Academy. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at MCA.

Probationary Students: To protect the MCA Chromebook assets, some students will be required to turn in their Chromebooks at the end of each day if deemed necessary by MCA IT staff, unless otherwise specified in the Acceptable Use Policy. The equipment will be secured during the evening and the student will be allowed to check it back out on a daily basis.

Students who will be included as probationary include students who have violated the Acceptable Use Policy during the current or previous quarter.

2. RETURNING YOUR CHROMEBOOK:

All Chromebooks must be returned following the guidelines:

Chromebooks, chargers and cases will be collected from students at the end of the school year, or when the student leaves MCA to attend another school. Chromebooks must be turned in to an adult who will classify the Chromebook as returned. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to Mrs. Browne or Mrs. Dean as soon as possible so that they can be taken care of properly. Do not delay in reporting damage or problems.

Do not take MCA owned Chromebooks to an outside computer service for any type of repairs or maintenance.

3a: General Precautions

- 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.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or back pack while plugged in.
- ***Students should never carry their Chromebooks while the screen is open.***
 - Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin, such as a BareSkinz.
- Vents **CANNOT** be covered.

- Chromebooks must have an MCA name/number tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- Chromebook serial number tags must not be removed or altered in any way. If tag is removed, disciplinary action will result.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

3b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Case use is REQUIRED when transporting Chromebooks between classes or from school to home.
- Chromebooks are NEVER to be placed in lockers, even when in the case.

3c: Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case (optional) that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not use any cleaning solvents such as Windex or Clorox wipes on the screen
- The outside case may be wiped with a lightly damp Clorox wipe.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Students are not to surf the web, shop in the app store, change background images or themes, or any other activity during instructional time, other than what is directed by the teacher, or disciplinary action may result.

4a: Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.

- If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from Mrs. Browne or Mrs. Dean if one is available.
- Repeat violations of this policy will result in disciplinary action.

4b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Help Desk.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.

4c: Charging your Chromebook

- **Chromebooks taken home must be brought to school each day fully charged.**

- Chromebooks left at school must be secured and charged in the charging cart specified for the student before the student leaves school in the afternoon.
- Repeat violations of this policy will result in disciplinary action.
- Chromebooks that remain at school overnight must be placed in the charging cart with the charger plugged in.
- Students are responsible for the gentle and safe storage of their Chromebooks each night, whether at home or at school.
- Chromebooks found abandoned at school will be confiscated.

4d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of inappropriate media will result in disciplinary actions and loss of your Chromebook privileges.
- Backgrounds and themes are not to be changed during class time.
- Take care to protect your password. Do not share your password.

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4f: Printing

- Printing from Chromebooks is a bit more difficult than from a traditional laptop.
- Students are encouraged to log in to their Google account from a home computer and print at home from that computer.

4g: Account Access

- Students will only be able to login using the mcacademy.com account.
- Students should always use the Chromebook with their own account.

- Use of personal accounts on the Chromebook is not allowed.
- Guest mode access is not allowed.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in Google Cloud environment.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

6b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- Since no programs are stored on the Chromebook, virus attacks are minimized.
- Since files are stored in the cloud, there's no need to worry about lost homework.

6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the MCA IT staff.

6d: Software Installation

- Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines

- The MCA Computer and Internet Acceptable Use Policy must be followed at all times

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Millennium Charter Academy.
- Students are responsible for their ethical and educational use of the technology resources of Millennium Charter Academy.
- **Access Millennium Charter Academy technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.**
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

7b: Privacy and Safety

- Do not go into chat rooms or send chain letters. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of Millennium Charter Academy. Administration reserves the right to inspect a student's Chromebook or Google docs (including email), at any time, with or without the prior knowledge of the student.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.
- **Do not clear your browser history. Any student with browsing actions in question by a parent or teacher presenting a Chromebook with a cleared browsing history will be assumed guilty of the action in question.**

7c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the North Carolina Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7d: E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school **at any time.**

7e: Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the MCA Acceptable Computer Use will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- MCA cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications will be given to authorities upon need.

7f: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transportation of your Chromebook must be in the provided laptop case.
- School district supplied filtering will not be provided for use with devices outside of school district buildings.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled with a name tag and Chromebook number. These labels are not to be removed. If a label becomes damaged or loose, it is the student's responsibility to ask a staff member for a new label. Chromebook serial number labels are not to be removed. Altering or removing these labels will result in disciplinary action.

Each Chromebook has been enrolled into the mccademy.com domain with a unique student account name. This is the only account name that may be used on the Chromebook.

This device will be yours for the duration of your time at MCA. *Take good care of it!*

8b: Account Security

- Students are required to use their mccademy.com domain user ID and password to protect their accounts and are required to keep that password confidential. No other accounts should be added to the Chromebook.

8c: Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their case or in the provided charging cart.
- If a student and his/her parents have agreed to take the Chromebook home, the student must take the Chromebook home whether or not it is needed that night. Chromebooks should not be stored in a for security and temperature control measures.
- During activity period, or classes where Chromebooks are not used, Chromebooks must be kept in their cases and placed in a safe location in an assigned room. If the Chromebook is placed on the floor, it must be kept away from doorways and walking areas, and placed upright in its case and not flat on the floor. **Chromebooks found lying flat on floor spaces will be taken.**

8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, unlocked classrooms, and hallways.
- Any Chromebook left in these areas will be confiscated.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

9. REPAIRING/REPLACING YOUR CHROMEBOOK

9a: Vendor Warranty:

- The equipment vendor has a one year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to Mrs. Browne or Mrs. Pruitt.

9b: Chromebook Insurance Options

Insurance is purchased through Worth Avenue Group, Inc. and/or Trinity 3.

- Families who choose to opt out of insurance are responsible for full replacement or repair cost if needed.
- Students who do not purchase insurance will not be allowed to take their Chromebook off campus.
- Insurance is highly recommended.

- Payment plans for Chromebook insurance can be set-up for families who have a hardship.

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available from Mrs. Browne or Mrs Pruitt. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be turned in to Mrs. Browne or Mrs. Pruitt.

11. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable track pad, all-day battery life, light weight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for any time, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

A. Each Chromebook provided to students is a managed device of the mcademy.com domain. Mrs. Browne and Mrs. Dean will maintain the devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, ear buds, microphones

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web. Soon Chrome will be releasing an update so users can work in an "offline" mode.

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with internet filtering software. However, while in district Chromebooks will use the School's WiFi to access the internet which is filtered through our Sonic Wall. While at home, the Chromebooks will be filtered based on the protection provided by your home WiFi system.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. How much do they weigh?

A. Chromebooks weigh 3.2 lbs compared to:

- an iPad2 weighing 1.33 lbs
- a Macbook Air weighing 2.96 lbs
- a Lenovo x220 Tablet weighing 3.9 lbs
- a Macbook Pro weighing 5.6 lbs
- the average weight of a textbook at 3.5 lbs

Q. Battery life?

A. Chromebooks have a rated battery life of 8.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

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2-sided printing page breaks properly.

Signature pages are below.



MCA Laptop Acceptance 2019-2020 - Signature and Insurance Agreement

(Page 1 of 2 – Sign and Return Both Pages)

MCA Acceptable Use Policy

I have read and I understand the terms set forth in the Computer and Internet Acceptable Use Policy, and I agree to these terms. I understand that if I violate these terms, that I will be subject to a temporary or permanent loss of access as well as other disciplinary or legal action.

_____ Date: ___/___/___ Grade: _____
(Student)

_____ Date: ___/___/___
(Parent or Guardian)

MCA Chromebook Handbook Policy

I have read the MCA Chromebook Policy handbook. I agree to abide by the statements and policy defined in the handbook.

_____ Date ___/___/___
(Parent or guardian)

_____ Date ___/___/___
(Student)

Hold Harmless Agreement

I have read the MCA Hold Harmless Agreement and agree to abide by it.

Student Signature: _____ Date: ___/___/___

Parent Signature: _____ Date: ___/___/___

Please continue to the next page for the insurance agreement

