

School District of the
Menomonie Area



**M-Powered Learning
Handbook**

2022-2023



M-Powered Learning Handbook

Table of Contents

[School District of the Menomonie Area Mission Statement](#)

[1:1 M-Powered Learning Initiative](#)

[Receiving and Returning Your Chromebook](#)

[Taking Care of Your Chromebook](#)

[Using Your Chromebook at School](#)

[Managing Your Files and Saving Your Work](#)

[Chromebook Operating System](#)

[Insuring Your Chromebook](#)

[Acceptable Use Guidelines](#)



School District of the Menomonie Area Mission Statement

The School District of the Menomonie Area, by embracing the unique needs and using the strengths of our diverse community, is dedicated to preparing ALL students to become lifelong learners, caring individuals, and responsible citizens.

1:1 M-Powered Learning Initiative

We believe that technology is a tool for supporting the district mission. The 1:1 M-Powered Learning Initiative provides the access to technology and resources required to support preparing ALL students to become lifelong learners, caring individuals, and responsible citizens in the 21st century. Through quality technology integration, teachers are able to enhance their instructional practices in order to foster students' critical thinking, communication, collaboration, and creativity skills. Curriculum and instruction can also be differentiated to meet each student's needs. Students are empowered to learn by doing, develop college and career readiness skills, and personalize their engagement with content.

Receiving and Returning Your Chromebook

A. Receiving Your Chromebook

- Chromebooks are required for accessing and completing many learning activities. They function as a digital textbook and instructional tool that is necessary for student success. Students cannot opt out of a district-issued Chromebook.
- Parents and students are required to fill out District-Issued Device Insurance form annually to accept or deny insurance and acknowledge understanding the M-Powered Learning Handbook.
- **Grades K-5:**
 - Chromebooks and chargers will be distributed to elementary classrooms and individually assigned to students at the beginning of each school year.
- **Grades 6-12 & All Virtual Students:**
 - The following items and accessories will be distributed and recorded in the district inventory system:
 - Chromebook with School District of the Menomonie Area identifier and barcode
 - Charging cord with AC adapter power block
 - Protective case (grade 6-12 students only)

B. Returning Your Chromebook

- If a Chromebook and/or accessory is lost, stolen, or not returned, the student/guardian will be charged the full replacement cost and law enforcement agencies may be notified.
- **Grades K-5:**
 - Classroom teachers will check-in chromebooks at the end of each school year.
- **Grades 6-12 & All Virtual Students:**
 - Students leaving the district must return their district-owned devices and accessories to the school office prior to withdrawal from the School District of the Menomonie Area.
 - Chromebooks and accessories may be collected at the end of the school year.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. In the event that a Chromebook fails to work properly or is damaged, students should take the Chromebook to the school library to initiate the repair process. ***Do not take district owned Chromebooks to an outside computer service for any type of repair or maintenance.***

A. General Care for All Students

- Students are responsible for the general care of the Chromebook they have been issued by the district.
- Students should be mindful of food, drink, etc. that may come into contact with the Chromebook when it is stored or in use.
- Students should exercise care when inserting and removing all cords, cables, and accessories.
- All district labels and barcodes must remain on the equipment.
- Chromebooks are sensitive to extreme heat and extreme cold. Therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful and should be avoided.
- Chromebooks and cases must remain free of writing, drawings, or stickers. Charges may be assessed for cleaning and/or damage related to decorations.
- Chromebooks should never be carried by the screen or with the screen open.

B. Carrying Chromebooks (Grades 6-12)

- When students are not using their Chromebook, they should store them in their locked locker or in a secure classroom designated by a teacher.
- Students should take their Chromebooks home every night and bring them back to school fully charged. It is advised that students set up a charging routine at home.
- Chromebooks should not be left unattended or unsupervised.
 - If an unsupervised Chromebook is found, students should notify a staff member immediately.
 - Students who leave their Chromebooks unattended may face disciplinary action.
 - If a student believes another student is responsible for damage to his/her Chromebook, the incident should be immediately reported to building administration.
 - Upon discovery that a Chromebook has been stolen, report the information to building administration who will involve law enforcement as necessary.
- Chromebooks are required to be in the district provided case when not in use and while traveling with the device. Traveling includes the hallways between classes.

C. Screen Care

- Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure.
 - Do not lean or put pressure on the top of the Chromebook when it is closed.
 - Do not place anything in the protective case that will apply additional pressure 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 (pens, pencils, papers, etc).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
 - Do not use window cleaner, household cleaners, or other sprays, as they may damage the Chromebook.

D. Technical Support

- Technical support will be available through the library.
- Chromebooks that are broken or fail to work properly must be taken to the library as soon as possible so that the issue can be properly resolved. Teachers will handle this for K-5 students.
- The library will provide multiple services to support Chromebook usage and repair. Services that will be provided, depending on the building and staffing, may include:
 - Basic troubleshooting
 - Assistance in creating technology tickets to process repairs or other help needed
 - Distribution of loaner Chromebooks
 - Assistance with student questions about devices and/or online tools

Do not take district-owned devices to an outside computer service for any type or repair, replacement, or maintenance. All repairs must be completed by the School District of the Menomonie Area. If your device requires attention, it must be taken to the library to start the repair and claim process.

Using Your Chromebook at School

Students are expected to have their Chromebooks with them on a daily basis. The Chromebook should go with them to all classes unless specifically advised not to do so by their teacher.

A. Chromebooks Left at Home (Grades 6-12)

- There will be a limited number of Chromebooks available for checkout through the school library.
- Students who obtain a loaner device will be responsible for its return at the end of the school day.
- Repeat violations may result in disciplinary action.

B. Chromebooks Under Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- While in possession of a loaner Chromebook, students will be responsible for any damages incurred to the loaner.
- Students in grades 6-12 and virtual students will be notified when their devices are repaired and available for pick up. Repaired devices for grade K-5 students will be delivered to the classroom teacher.
- If there are charges for repair or replacement, an invoice will be included with the returned device.

C. Charging Your Chromebook (Grades 6-12)

- Chromebooks must be brought to school each day fully charged.
- If a Chromebook needs to be charged during the day each school will have a charging policy/procedure.
- Students may not have the opportunity to charge their Chromebook in the classroom.

D. Account Security

- Students are required to use their own SDMA account usernames and passwords, and keep these credentials confidential.
- Students should only use their account. Use of another student's account is prohibited under the district's Acceptable Use Policy 362.

E. 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.
- Students are encouraged to have their own personal set of headphones for sanitary reasons.

F. Printing

- Students will have access to print from their Chromebooks to select district printers.
- Students may set up home printing capabilities on their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print. More information on printing can be found here: <http://support.google.com/cloudprint/?hl=en>

Managing Your Files and Saving Your Work

A. Saving to Your Google Apps Account

- With a wireless Internet connection, Google documents are automatically saved and files can be accessed from any device, anywhere, at any time.
- All items will be stored online.
- Prior to leaving the district or graduating, students are encouraged to use Google Takeout (<https://takeout.google.com/settings/takeout>) to download any files they wish to keep.

B. Saving to Removable Storage Devices

- Chromebooks are equipped with a USB port so portable hard drives and USB drives can be used to transfer and/or save files.

C. Saving to Your Chromebook

- It is not recommended to save documents/files to your Chromebook.
- In the event that repairs need to be done, files saved to the Chromebook could be deleted.
- Save all files to Google Drive to ensure you will have continued access.

D. Working Offline

- If you know you'll be offline but you want to work on Google Docs, Sheets, or Slides, you can make Google Drive files available offline. Follow Google's directions for enabling offline access: <https://support.google.com/chromebook/answer/2809731?hl=en>.
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Chromebook Operating System

A. Updating Your Chromebook

- Chromebooks automatically update to the most recent version of the Chrome operating system when they start up. This eliminates time-consuming installs, updates, and re-imaging.
- Students should power down Chromebooks weekly for updates to take effect.

B. Restoring Your Chromebook

- If a student Chromebook requires technical support, it should be taken to the library to begin the support process.
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Insuring Your Chromebook

A. Manufacturer Warranty

- Chromebooks have a manufacturer warranty. This limited warranty covers mechanical breakdown or faulty construction and will provide replacement parts necessary to repair or replace the Chromebook. This warranty does not cover damage caused by misuse or accidents. All repairs or replacements will be handled through the district technology department.

B. Optional Accidental Insurance Plan

- Students/Parents have the option of purchasing additional insurance through the district to cover accidental damages to the Chromebook for \$25.00 each school year.
 - Insurance details are outlined in the District-Issued Insurance Acceptance or Waiver Form that must be completed annually.
 - Those who do not enroll in the optional insurance plan will be responsible for payment of all repairs or replacements not covered by the manufacturer's general warranty.
 - The district reserves the right to charge for the entire replacement cost if negligence is determined. Examples of negligence include, but are not limited to losing or destroying your Chromebook.
 - Manufacturer defects covered under warranty will not be subject to the above criteria.
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Acceptable Use Guidelines

Students are responsible for using technology appropriately and in accordance with district policies and rules including, but not limited to the following:

- Acceptable Use of Internet and Technology Resources, Policy 362:
<http://menomonie.ss7.sharpschool.com/common/pages/DisplayFile.aspx?itemId=10235229>
 - Guidelines for Acceptable Use of Internet and Technology Resources, Rule 362:
<http://menomonie.ss7.sharpschool.com/common/pages/DisplayFile.aspx?itemId=10252286>
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