

# **Perry County School District #32**



**1:1 Chromebook Handbook**

# 2020-2021 School Year

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## Introduction

### Vision

Technology for Lifelong Learning

### Goals

1. Increase student achievement, engagement, motivation, knowledge, and self-directed learning.
2. Enhance student learning inside and outside of the classroom.
3. Equip students with the tools they need to become 21st Century lifelong learners.

## Student Chromebooks

### Receiving your Chromebook

#### *Orientation:*

1. Students will receive a Chromebook and charger purchased by PCSD#32 for their grade level.
2. All chromebooks have a serial number that is recorded in the district's database and assigned to each student.

#### *Optional Insurance:*

Students will have the opportunity to purchase insurance for their chromebook.

- The optional insurance costs \$25.00.
- The insurance must be paid within two weeks from when school starts.

#### Insurance Coverage

- The damaged device or screen may be replaced 1 time if it is unable to be fixed.
- The device may be repaired 2 times, this does not include screen replacement.
- The charger will be replaced 1 time if it is not working properly.
- The case and charger are not covered under the device insurance. Malicious treatment/damage to the device will not be covered under the device insurance, will result in disciplinary action, and full reimbursement of the device to the school. Device replacement under these conditions will be at the discretion PCSD.
- Loss of a device and/or charger will not be covered under insurance.

- Families will be charged for the full price of a device that is lost or damaged due to malicious treatment even if they have insurance. Students will not receive a new Chromebook unless a new one is purchased.

*No Insurance: Families are strongly encouraged to purchase insurance. Families who opt out of purchasing insurance will be responsible for the full cost of any repairs/replacements and will be required to sign a waiver.*

**Any attempt to work on, make changes to, and/or fix a Chromebook other than by the Technology Department will void insurance and will be considered malicious.**

*Student Responsibilities:*

1. The issued Chromebook and charger, are the sole responsibility of the student it is assigned.
2. Students who leave the district must return their Chromebook and charger to the office before they leave.
3. If a Chromebook and charger are not returned, the parent/guardian will be held responsible for full payment. Failure to return or pay for the Chromebook, and charger may result in a theft report being filed with the Perryville Police/Perry County Sheriff's' Department.
4. Students are responsible for using the district technology resources ethically and educationally.
5. Access to the district's technology resources is a privilege not a right. All students are required to follow the Board of Education *Acceptable Use Policy EHBA*.

*Chromebook Care:*

1. The Chromebook should be kept in its original condition. This means do not do anything that will alter the looks, condition, or use of the device on the inside or the outside. This includes stickers, writings, drawings, labels, etc. anything that is not the property of PCSD.
2. The Chromebook will break if you stack things on top of it, drop it, throw it, sit on it, or bump it continuously.
3. The Chromebook screen should be closed at all times when not in use to protect the screen and extend the battery life.

4. Use only a soft, dry, clean cloth that is free of cleaners or any liquid to clean the screen. For information on how to clean and sanitize a chromebook, please follow this link <https://fireflycomputers.com/how-to-sanitize-a-chromebook/>
5. Keep the device away from food and drinks/liquids of any kind.
6. Do not attempt to open, repair, reconfigure, or tamper with the identification of the device or the external and internal components. Needed repairs must be reported immediately. Negligence can be considered malicious, and may void the insurance. Any attempt to work on or fix other than by the Technology Department will void insurance.
7. Chromebooks should not be exposed to extreme heat or cold. *Chromebooks should be at room temperature before turning them on.* Do not leave it in your car overnight!

### **Chromebooks Off Campus**

1. Students are encouraged to use their Chromebook outside of school. Wifi connections may be added to Chromebooks for off campus use.
2. Students may upload work to Google Drive and work offline if no Internet connection is available.
3. Chromebooks will still be monitored by the school filter while being used off campus. All inappropriate use detected will result in disciplinary action.

### **Chromebook Security**

1. Students should only log into their own Chromebook and should not let anyone else log into their Chromebook.
2. Students should not share passwords or any other personal information.
3. Students should not try to gain information, assignments, files, etc. from anyone, ever.
4. PCSD Staff should be notified immediately if a student encounters any inappropriate or illegal information while using their Chromebook at any time.

## **Repair and Replace**

1. If you break your device please fill out this Google form <https://forms.gle/WoP6CZEeZ1oTkWAaA> or call 573-547-7500 EXT 102
2. Students will be allowed to purchase an additional charger. Prices may vary.
3. Incidents of theft off campus should be reported to the police as soon as possible. A copy of the police report should be given to the administration on the next day.
4. Incidents of theft on campus should be reported to the administration as soon as possible.
5. Families will be charged for the full price of a device that is lost or damaged due to malicious treatment even if they have insurance. Students will not receive a new Chromebook until the lost or stolen device is paid for in full.

## **End of the School Session**

1. Students will be required to turn in their devices by the last day of school attendance May 28, 2021. Chromebooks and chargers should be returned to the building office.

**Violations of any of the above may result in referral to administration and possible disciplinary action.**