



*Chromebook Policy, Procedures, and  
Information Handbook*

*Pine River Area Schools*

*2020-2021*

## **About the Pine River Chromebook Program**

The focus of the Chromebook Program in the Pine River Area Public School District is to prepare students for college and career readiness. As we navigate the 21<sup>st</sup> century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. One of the primary learning tools of these 21st century students is the Chromebook. The individual use of Chromebooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Chromebooks encourage students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum anytime, and anyplace. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community.

The policies, procedures and information contained in this document apply to all Chromebooks used within Pine River Schools, and include any other device the Administration considers to fall under the umbrella of this policy. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms.

## CARE AND MAINTENANCE OF THE CHROMEBOOK

### General Policies

It is the responsibility of the student for the general care of the Chromebook that was issued to them by the District. The Chromebooks are intended for use at school each day and students are responsible for bringing their Chromebooks to all of their classes, unless specifically instructed not to do so by their teacher. Chromebooks that are broken or fail to work properly must be taken immediately to the Technology Department or building secretary. During a Stay-at-Home order please contact the school office to schedule an exchange to get your Chromebook repaired. Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

### Protect the Chromebook by following the rules below.

- Protect the screen by the following rules
  - Close the Chromebook screen before moving it, unless directed to do so by a teacher.
  - Do not lean on the top of the Chromebook when it is closed.
  - Do not place anything near the Chromebook that could put pressure on the screen.
  - Do not place anything in a carrying case\backpack that will press against the cover.
  - Do not poke the screen.
  - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
  - Clean the screen with a soft, dry cloth or anti-static cloth.
  - Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- No food or drink is allowed next to the Chromebook.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Pine River Area Public Schools.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual student and the responsibility for the care of the Chromebook solely rests with that student.
- A Chromebook is an electronic device and care must be exercised when handling it. Never throw or slide the Chromebook or a book bag that contains it. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects. Avoid placing weight on the Chromebook.
- Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
- Each Chromebook has a unique serial number and identification sticker. At no time should these numbers or stickers be modified or removed.
- Do not attempt to gain access to the internal electronics or repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to your teacher as soon as possible. Chromebook repair/replacement options will be determined by the appropriate staff.

To conserve battery life Chromebooks should be shut down before moving them. Students are also responsible for charging their Chromebook's battery before the start of each school day.

*Failure to comply with the General Policies listed above may result in loss of Chromebook privileges for one (1) school day; three (3) school days for a second offense, with the third offense being the loss of Chromebook privileges for up to fifteen (15) school days and a written contract to get the device back.*

## **USING YOUR CHROMEBOOK**

### **Saving documents on Google Docs**

Students will be logging into Google Apps for Education and saving documents to their Drive at the pineriver.org domain. This gives students the ability to access his or her schoolwork from any computer that has Internet access. The student will have access to their Drive on their assigned Chromebook without access to the Internet.

### **Printing**

**AT SCHOOL:** Teaching strategies used in the classroom in conjunction with Chromebook use will rely more on digital copies of homework and less on paper printed at school. This should make checking of homework easier for parents and students alike.

**AT HOME:** The Chromebook will not support a physical printer connection. Instead, students may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint> This service is available but will not be supported by the District.

### **Software on Chromebooks**

All software and apps on the Chromebooks will be installed and managed wirelessly through the District. Additional software will be installed wirelessly as they are recommended and approved by teachers and site administrators. Note: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

### **Charging your Chromebook's Battery**

Chromebooks must be brought to school each day in a fully charged condition. Repeat violations of this policy may result in the loss of Chromebook privileges for up to two (2) days. A second offense may result in the loss of Chromebook privileges for up to one (1) week. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their computers to a power outlet in class. If deemed necessary, students may check out a replacement Chromebook from the Library Media Center.

### **Storing Your Chromebook**

When students are not using their Chromebooks, they should be stored safely. Nothing should be placed on top of the Chromebook. Chromebooks should not be stored in vehicles.

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include but not limited to the school grounds and campus, the cafeteria, computer lab, locker rooms, Library Media Center, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the site administrator.

### **Non-Functioning Chromebooks**

Chromebooks that are broken or fail to work properly must be taken immediately to Technology Department or building secretary. If deemed necessary a replacement will be issued. During a Stay-at-Home order please contact the school office to schedule an exchange to get your Chromebook repaired.

## **RECEIVING AND RETURNING YOUR CHROMEBOOK**

### **Receiving Your Chromebook**

Chromebooks will be distributed to all students in one grade at a time (as the District implements its College and Career Readiness program.) Parents and students must sign and return the Chromebook Student Technology Pledge and the Chromebook Parent Agreement before a Chromebook can be issued. The Chromebook Care and Maintenance section outlines the parameters for families to protect Chromebooks and the District's investment in them.

### **Chromebook Check-in**

Chromebooks will be returned to each site's Library Media Center during the last two weeks of school. If a student transfers out of Pine River during the school year, the Chromebook must be returned at that time.

### **Check-in Fines**

If a student's Chromebook and/or AC power adaptor have been damaged or defaced, the student will be billed either for the repair or replacement of the Chromebook, the adaptor, or both during the year-end check in or when the student transfers out of Pine River.

If a student Chromebook is not returned during year-end check-in or on transferring out of district, the site administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's Chromebook, the student's grade reports/ transcripts will be withheld and the matter may be turned over to local law enforcement.

### **Home Usage Form**

See attached Pine River Area Schools Self-Insured Policy

## **A PARENT/GUARDIAN GUIDE TO STUDENT USE**

Pine River Area Schools recognizes that with new technologies come new challenges to both teachers and parents. Below is a list of suggestions that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

1. Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach him/her to act appropriately as he/she works and socializes online.
3. Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
5. Report unwelcome or malicious online threats. Report any online interactions that can be considered threatening to the proper authorities in a timely manner.
6. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
7. Read and share the Pine River Area Schools Chromebook Care and Maintenance Policy with your child. By reading and discussing the care and maintenance policies, you can create a clear set of expectations and limitations for your child.
8. Protective carrying cases. Pine River Area Schools will not provide a case for the Chromebook. It is recommended students use a backpack to transport the Chromebook back and forth from home.

Grade \_\_\_\_\_

Please check one: Paid \_\_\_\_ Not Paid \_\_\_\_

## CHROMEBOOK STUDENT TECHNOLOGY PLEDGE

### Student Pledge for Chromebook Use

1. I understand that the care of my Chromebook is my responsibility.
2. I will take good care of my Chromebook.
3. I will never leave my Chromebook unattended.
4. I will ensure that my Chromebook battery is charged nightly.
5. I will not place decorations (such as stickers, markings, etc.) on my Chromebook.
6. I will never loan out my Chromebook to other individuals.
7. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
8. I will keep my Chromebook away from liquids and will use proper care to keep it clean.
9. I will avoid using objects that may scratch the screen.
10. I will not deface the serial number or asset sticker on any Chromebook.
11. I will not disassemble any part of my Chromebook or attempt any repairs.
12. I will use my Chromebook in ways that are educational and appropriate.
13. I will follow the Pine River Area Schools Acceptable Use Policy (AUP) at all times.
14. I understand that my Chromebook is subject to inspection at any time without notice.
15. I understand that my Chromebook remains the property of Pine River Area Schools.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to return my Chromebook and power cords in good working condition.
18. I will know where my Chromebook is at all times.

### I agree/Parents agrees to the stipulations set forth in the Student Pledge for Chromebook Use.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*For elementary age students, parents may sign this section.\**

**Chromebooks and accessories must be returned to Pine River Area Schools at the end of each school year. Students who graduate, withdraw, or terminate enrollment within Pine River Area Schools for any other reason must return their Chromebook on the date of termination.**

Chromebook Serial # \_\_\_\_\_

## CHROMEBOOK PARENT AGREEMENT

I (Parent/Guardian) give permission for my child, \_\_\_\_\_, to use his/her assigned Chromebook in school and/or take the assigned Chromebook off of the Pine River Area School campus as long as I have purchased and/or agreed to the home usage policy. My child and I understand the following:

1. Students must bring the Chromebook to school each day fully charged for class if students are attending face-to-face.
2. Students have no expectation of privacy in regards to use of the Chromebook. School administration and teachers have the right to access all data and information on the Chromebook, including, but not limited to Internet browser history, app installation history, and location history.
3. The Chromebook is the property of Pine River Area Schools. Parents and students agree that it will only be used in accordance with the Pine River Acceptable Use Policy (AUP).
4. Any damage or loss caused by neglect or abuse may result in financial liability up to, but not to exceed the cost of replacement (see also: PRAS self-insured policy).
5. Parents and students are responsible for making sure the Chromebook is kept in a safe place during home use.
6. Parents and students agree that all "apps" and content to be installed on the Chromebook must be school appropriate.
7. Students terminating their enrollment from Pine River Area Schools must return the Chromebook and accessories immediately.
8. All Chromebooks may be seized and inspected at any time without notice.

By signing below, I agree to the expectations and procedures as detailed above and in the PRAS Acceptable Use Policy.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Chromebook Serial # \_\_\_\_\_

## PINE RIVER AREA SCHOOLS HOME USAGE POLICY Grades K-5

Pine River Area Schools have established a home usage policy to assist in keeping costs down for families. Grades K-5 will only be sent home if school is unable to have face-to-face instruction or if your child is participating in Buck Virtual.

**COSTS for at home usage are:**

**First/Second offense Replacement/Repair damages** (*unless the price to fix the Chromebook is less than the deductible*):

**\$25 Fee**

**Lost or Stolen:**

**\$50 Fee**

**Third offense would double the deductible and may result in losing the privilege of taking the Chromebook home.**

**PLEASE CHOOSE ONE OF THE FOLLOWING AND RETURN TO PINE RIVER AREA SCHOOLS**

Student Name \_\_\_\_\_

I agree that in the event of any damage, accidental or intentional, it is my responsibility to cover the deductible. I have read and understand Pine River Area Schools Chromebook Policies. I also understand that policies will continually be reviewed and updated online.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

I choose to not have my child participate in the Chromebook take-home program. I understand my student will still be held responsible for its use in school as described in the Parent/Guardian & Student Acceptable Use Policy & Handbook. Should Pine River need to operate in Phases 1-3 of the Michigan Safe Start Plan, I understand that my student must be able otherwise connect online for full classroom participation.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PINE RIVER AREA SCHOOLS HOME USAGE POLICY Grades 6-12**

Pine River Area Schools are striving to make Chromebook use affordable for our students. We have established a home usage policy to assist in keeping costs down for families. Based on the condition of the Chromebook, it may be offered to the student as long as they have participated in the home usage policy in all the years indicated (6th grade needs to participate four (4) years, 7th grade needs to participate three (3) years, 10th grade needs to participate three (3) years).

**COSTS for at-home usage are:**

**\$25.00 per year plus deductibles for damage, theft or loss**

**DEDUCTIBLES:**

**First/Second offense Replacement/Repair damages** *(unless the price to fix the Chromebook is less than the deductible):*

**\$25 Fee**

**Lost or Stolen:**

**\$50 Fee**

**Third offense would double the deductible and may result in losing the privilege of taking the Chromebook home.**

**PLEASE CHOOSE ONE OF THE FOLLOWING AND RETURN TO PINE RIVER AREA  
SCHOOLS**

Student Name \_\_\_\_\_

I agree to pay \$25.00 to allow my student to take home his/her school issued Chromebook. I understand in the event of any damage, accidental or intentional, it is my responsibility to cover the deductible. I have read and understand Pine River Area Schools Chromebook Policies. I also understand that policies will continually be reviewed and updated online.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

I choose to not have my child participate in the Chromebook take-home program. I understand my student will still be held responsible for its use in school as described in the Parent/Guardian & Student Acceptable Use Policy & Handbook. Should Pine River need to operate in Phases 1-3 of the Michigan Safe Start Plan, I also understand that my student must be able otherwise connect online for full classroom participation.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_