**Prairie School District RE11-J**

***Prairie Schools Chromebook Program***

**2019-2020**



***Handbook for Students & Parents***

**PURPOSE STATEMENT**

Prairie Schools recognizes the prominent role technology plays in our world. In an effort to improve, personalize, and modernize the educational offerings in our buildings, Prairie Schools has initiated a 1:1 Chromebook program. Each student will be issued a computer, known as a Chromebook, for use in completing school work, both at school and at home. Our students will use these devices for research, communication, testing, progress checks, and assignment completion and submission, all with the vast resources of the internet at their disposal. Our goal is to integrate the 21st century technology skills into the daily curriculum lifestyle.

**PARENT GUIDELINES**

Like any other school program, the role of our parents is critical for our students’ success. Parents are encouraged to provide supervision and guidance to ensure their student is using this technology and the internet in a safe and appropriate manner. Please consider the following guidelines:

* Provide necessary supervision over student use of technology at home.
* Discuss the family’s expectations for use of technology and the internet.
* Refrain from attempting to service the device at home. Refer any issues to Prairie Schools Tech Support.
* Clean the device using a soft dry cloth only.
* Ensure the student charges the Chromebook nightly.
* Ensure Chromebook is brought to school daily. In the event that a student arrives without the Chromebook, parents may be called to bring it to school.
* Return Chromebook to school for summer break and/or withdrawing from Prairie Schools.

**STUDENT GUIDELINES**

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to get maximum benefit from this program, please consider the following expectations:

* I will take good care of my Chromebook.
* I will not leave my Chromebook unattended.
* I will not loan out my Chromebook to other individuals.
* I will know where my Chromebook is at all times.
* I will charge my Chromebook’s battery as needed.
* 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 to attempt any repairs.
* I will not change the management profiles as set up by the district.
* I will protect my Chromebook by storing it correctly when not in use.
* I will use my Chromebook in ways that are appropriate, meet the Prairie School District expectations, and are educational in nature.
* I will not deface the serial number.
* I understand that I will return my Chromebook and charger in the condition it was given to me, or I may be assessed a fee for damages and/or repairs.
* I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Prairie School District.
* I will follow the policies outlined in the Student Handbook.
* I will file a police report in case of theft, vandalism, and other acts of deviance.
* I will be responsible for all damage or loss caused by neglect or abuse.
* I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
* I will return Chromebook to school for summer break and/or withdrawing from Prairie Schools.
* I will not attempt to go around the school system, and if I do, I understand that I could have a drastic consequence.
* I understand the device will be filtered at all times (both at home and at school).

**CHROMEBOOK PROGRAM**

It is the responsibility of all involved parties to know when and where to receive and return your Chromebook.

***1.0 Receiving your Chromebook***

Chromebooks will be distributed after students have paid the **$30** technology fee, signed this document, and signed the electronic use policy.

***1.1 Chromebook Check-in***

Chromebooks will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of school during the school year, the Chromebook will be returned at the time of checkout.

***1.2 Check-in Fines***

***1.2.1*** Individual school Chromebooks and accessories used from the school must be returned at the end of each year. Students who withdraw, were expelled, or terminate enrollment for any other reason must return their individual school Chromebook on the date of termination.

***1.2.2*** If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the full replacement cost of the Chromebook. Failure to return the Chromebook within 48 hours will result in a theft report being filed with the Weld County Sheriff’s Department.

***1.2.3*** Furthermore, the student will be responsible for any damage to the Chromebook and chargers and must return the Chromebook and charger in satisfactory condition. The student will be charged a fee for any needed repairs (lost items, broken or cracked screens, etc.) not to exceed the replacement cost of the Chromebook.

***2. Taking care of your Chromebook***

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 the classroom teacher who then will authorize students to submit a Device Repair Form to the technology department (Mr. Adam).

***2.1******General Precautions***

***2.1.1*** The Chromebook and charger are school property and all users are expected to take care of it and keep in satisfactory working condition.

***2.1.2*** Use only a clean soft cloth to clean the screen and keyboard. Do not use cleansers of any type.

***2.1.3*** Students will have the same Chromebook for the life of the Chromebooks.

***2.1.4*** Students are responsible for keeping their battery charged and bringing their power cord with them to charge it when needed.

***2.1.5*** The Chromebook and charger must remain free of any permanent writing or adhesive.

***2.1.6*** Chromebook screens and ports can be damaged if subjected to rough treatment (throwing a backpack with the Chromebook in it, tossing the Chromebook on the table etc). Please make sure to exercise care and caution with your Chromebook.

***2.1.7*** Do not place extra pressure on the screen while open or closed. This includes picking up the Chromebook by the screen. This extra pressure can damage your screen and causes dead pixels which make it difficult to read or see images or text on your screen.

***2.2 General Use***

***2.2.1*** Keep your Chromebook charged and ready for use. It should be charged before it is brought to school. Consistently not charging your Chromebook will result in office referral/write up and leaving your Chromebook at school.

***2.2.2*** If your Chromebook repair requires an extended amount of time, you will be given a “loaner”.

***2.3 Protecting and storing your Chromebook***

***2.3.1 Chromebook identification***Student Chromebooks will be labeled in the manner specified by the school. Chromebooks will be identified based on the serial number. **You are responsible for the Chromebook with the serial number that you were issued!**

***2.3.2 Storing your Chromebook***Chromebooks should be stored in a proper manner. Nothing should be placed on top of the Chromebook. Chromebooks should not be stored in a student’s vehicle at school or at home.

***2.3.3 Chromebooks left in unsupervised areas***Under no circumstance should the Chromebook be left in an unsupervised area. If a Chromebook is found in an unsupervised area, it will be taken to the office. This may result in disciplinary action and/or a conference with admin. **If something happens, I understand I am responsible for my Chromebook even if the accident happens by someone other than me.**

***2.4 Chromebook Maintenance Program***

Prairie School will have a **$30** technology fee for all students in grades **7-12**. Prairie Schools recognizes that with the implementation of the Chromebook initiative there is a need to protect the investment by both the District and the Student/Parent/Guardian. Students are responsible for proper care, handling, and maintenance of their chrome books or additional fees may be applied.

***3. Chromebook Expectations***
Chromebooks are intended for use at school each day. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher. Prairie RE 11J strongly believes in technology integration as a part of the educational system, this is a tool to help the student learn and teachers teach. **Refusal to use the Chromebook as a tool for educational process is not an option.**

***3.1 Chromebooks left at home***If students leave their Chromebook at home, they are responsible for getting the coursework completed as if their Chromebook were present. It is not the responsibility of the teacher to make modifications to the lesson due to a student’s lack of responsibility. If a student repeatedly leaves their Chromebook at home, they will be subject to appropriate disciplinary action.

***3.2 Apps***Chromebook applications will be reviewed and installed by technology department working in conjunction with teachers and administration. No additional apps should be put on by students.

***3.3 Chromebook and Extra Curricular Activities***Coaches/sponsors for activities may limit whether or not Chromebooks are allowed to be on buses or at particular events.

***4. Managing your files and saving your work***

Saving work on Google drive is recommended. Your files and data will not be backed up in the event that the Chromebook has to be restored to factory settings. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

***5. Acceptable Use***

The use of the Prairie School District’s technology is a privilege, not a right. Please take care about the Chrome books as listed above under the student guidelines.

***6. School Rights***

***6.1*** Prairie School District’s network, facilities, and/or mobile devices are to be use in a responsible, efficient, and ethical manner in accordance with the philosophy of the Prairie School District. Students must acknowledge their understanding of this handbook as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender’s device and/or network privileges

***6.2*** The administration and/or their designee(s) have the right to inspect the device associated with any or all Prairie School District technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all Prairie School District technology device.

***6.3*** Prairie School District reserves the right to define inappropriate use of technology.

**Prairie School District- RE 11 J**

**CHROMEBOOK RELEASE FORM**

Please initial to confirm that you received each of the following:

\_\_\_\_\_1 Chromebook ($250.00 replacement cost)

\_\_\_\_\_1 Charging Cable ($20.00 replacement cost)

All items must be returned by the last day of school or upon withdrawal from school. I understand I will be charged for any missing, damaged, or malfunctioning equipment or cables.

* I have read and agree to the stipulations of the Prairie School District Chromebook Program Handbook, the Student Use of the Internet and Electronic Communications Policy, and understand the parent and student responsibilities. I have also turned in all the appropriate forms to the office.
* I agree to comply with appropriate (appropriate is anything that is school related) use of the Chromebooks at all times, including when not at school.
* I understand that I may lose my Chromebook privileges as a result of my inappropriate behavior, and may be financially responsible for damage or avoidable loss of any district Chromebook.

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Student-Please Print Student signature and date

I have read the Prairie School District Chromebook Program Handbook.

* I understand the procedures and requirements of the Prairie School District Chromebook Program Handbook, the Student Use of the Internet and Electronic Communications Policy, and the parent and student responsibilities.
* I accept responsibility for any damage or neglect that may result from my student using the Chromebook, which may result in monetary charges. My student is responsible for the Chromebook they are distributed. If something happens to this device, I understand my student is still responsible for the cost of the replacement or repair.
* I understand that my student may lose his/her Chromebook privileges and/or incur financial fees as a result of inappropriate behavior, intentional damage or avoidable loss of any district Chromebook.

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Parent-Please Print Parent signature and date

Current Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For District Use Only: \_\_\_\_\_Check \_\_\_\_\_Cash \_\_\_\_\_Other Staff Initials\_\_\_\_\_\_\_\_\_\_
Chromebook#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Internet access at home? Yes No

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***Device Repair Form***

***Student and parents/guardians are not authorized to repair or reconfigure the technology device.***

**TURN INTO THE TECHNOLOGY DEPARTMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Student Name*** |  | ***Date*** |  |
| Describe problem in detail: |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Technician Use Only**

Date device received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Repairs conducted:

Was problem resolved? Y – N

Additional Notes:

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Technician Signature Date