

Perry County School District #32
Perry County Middle School



1:1 Chromebook Handbook

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Introduction

A committee of parents, staff, and administration met to discuss and implement our 1:1 implementation and our handbook policies. Those involved are listed below. Staff and administration will continue to meet annually to review and revise policies as needed.

Vision - Technology for Lifelong Learning

Goals

1. Provide every middle school student with a Chromebook to use at school and at home.
2. Increase student achievement, engagement, motivation, knowledge and self-directed learning.
3. Enhance student learning inside and outside of the classroom.
4. Equip students with the tools they need to become 21st Century lifelong learners.

Student Chromebook Orientation:

1. All students will receive a Chromebook and charger purchased by PSCD#32 at the August 2021 Back to School Orientation. (No other devices should be used or brought to school.)
2. All Chromebooks have a serial number that is recorded in the district's database and assigned to each student.
3. A presentation will be required for all incoming sixth graders and all students who are new to the district and their parents on the responsibilities, care, use, precautions, and safety of the Chromebook before school begins.
4. Students with outstanding fees, related to Chromebook damage, will be allowed to borrow a classroom device each class hour. Once fees are paid the student will receive a repaired or replaced personal Chromebook.
5. The legal parent must sign for receipt of Chromebook.

Optional Insurance:

1. Students will have the opportunity to purchase annual insurance for their Chromebook.
2. The annual cost is currently \$25.
3. The insurance must be paid within 2 weeks of receiving the Chromebook or the device will be considered uninsured.
4. Students who enter school after December 31st may purchase insurance at a rate of \$12.50

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.
- If families do opt out, they will be required to sign a waiver of insurance

Insurance Coverage:

1. The damaged Chromebook or Chromebook screen, if it is unable to be repaired, may be replaced 1 time during the school year.
2. The device may be repaired 2 times, not including screen replacement.
3. The charger will be replaced one time only if it is not working properly.
4. The following are NOT covered under the Chromebook's insurance:
 - a. The outer shell is not covered under the insurance.
 - b. Malicious treatment/damage to the Chromebook or charger is not covered under the insurance.
 - i. This will result in disciplinary action.
 - ii. The school will be reimbursed the full cost of the Chromebook by the families of the student assigned the Chromebook that has been maliciously damaged.
 - iii. The PCMS administration will decide if a replacement Chromebook will be issued.

- c. **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.**
- d. Loss of a device and or charger are not covered under the insurance.
- e. Families can purchase an additional charger upon request.

Repair and Replace

1. Chromebooks should be turned into the library to be repaired.
2. If you misplace your Chromebook, report it to the office immediately for your own safety.
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 school day.
4. Incidents of theft on campus should be reported to the administration immediately.
5. If a Chromebook is lost or damaged due to malicious treatment, the student will not receive a new Chromebook and will be required to borrow a device from teachers for the remainder of the school year or until the Chromebook is paid for. This is true even if insurance has been purchased.

Student Responsibilities

1. The issued Chromebook and charger are the sole responsibility of the student to whom it is assigned.
 - a. The Chromebook will be the student's responsibility at all times for appropriate usage. This includes:
 - i. No loaning the Chromebook to other students/family members for any reason.
 - ii. Students are expected to report any damages/issues immediately.
 - iii. No stickers, paint or other marks on the Chromebook.

- iv. Charge the battery daily.
 - v. School staff should be notified immediately if a student encounters any inappropriate or illegal information while using their Chromebook, whether during or after school hours.
- 2. Students are responsible for using the district technology resources ethically and educationally. This includes:
 - a. Abiding by copyright laws.
 - b. Appropriate educational websites.
 - c. Social Media for educational use only as directed by a teacher.
 - d. Only educational games at the discretion of the teacher.
- 3. Students are required to check their email daily.
 - a. School announcements will be posted daily.
 - b. Many teachers will be utilizing Google Classroom and notifications will be pushed out into the email accounts.
 - c. Email is for appropriate purposes only.
 - d. Email is not confidential, but is the property of PCSD.
 - e. Email chain letters and personal emails are prohibited.
- 4. Students should only use Google Meets and Google Hangouts at teacher discretion only.
- 5. All Google Suite apps, including Google Docs and Google Slides, should be used only for educational purposes. These should not be used to send non-educational messages from peer-to-peer.
- 6. Students will log into their own Chromebook with their school Google Account and should never log onto someone else's Chromebook.
- 7. Students should not share passwords or any other personal information on the Chromebook.

8. Students should bring their own headphones or earbuds to use with their Chromebooks as instructed by their teachers.
9. If a Chromebook and charger are not returned when requested 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.
 - a. Students will return the Chromebook at the end of each school year or by request of the teacher, school administrator or technology department.
 - b. Students who leave the district must return their Chromebook and charger to the Middle School office before they leave.
10. 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 EBHA.

Chromebook Care:

1. The Chromebook should be returned in its original condition. In order for that to occur:
 - a. Nothing should be stacked on top of it.
 - b. Do not drop or throw it.
 - c. Do not sit on it.
 - d. Do not bump it continuously.
 - e. Do not store on floor.
 - f. Do not slam the lid down.
 - g. The Chromebook should be closed when not in use to protect the screen and prolong battery life.
 - h. Don't put inappropriate items into the ports.
 - i. Use only a soft, dry clean cloth that is free of cleaners or any other liquid when cleaning the screen.

- j. Keep the Chromebook away from food and drinks (liquids) of any kind.
 - k. Please be aware when storing Chromebooks in shoulder bags that the Chromebook is in the bag. The same care should be given in this situation.
2. Chromebooks should not be exposed to extreme heat or cold. Chromebooks should be at room temperature BEFORE turning them on. Do not leave the Chromebook in a vehicle for an extended period of time.

Network Etiquette

1. Be polite. All caps are equivalent to shouting and this is considered rude.
2. Use appropriate language at all times.
3. Students should only use their school given Google account. No personal accounts should be accessed using the Chromebook.
4. No transmitting obscene messages or pictures. The school does have a filter that alerts for any inappropriate messages/pictures.
5. Don't share your personal information like addresses, telephone numbers and birthdates.

Chromebooks at School

- Chromebooks should be brought to school every day, unless otherwise instructed.
- Chromebooks should be fully charged every day when brought to school.
- The school does not recommend that students bring their chargers to school. If you do bring your charger to school, you do so at your own risk.
- Students may purchase additional chargers. Please see the office.

- Loaner devices will be available in classrooms when Chromebooks are being repaired. These are NOT for students that forget their Chromebooks at home or forget to charge them.
- Students should never leave their Chromebook unattended. Any unattended Chromebooks will be taken to the office for identification. Disciplinary action may be taken for unattended Chromebooks. Leaving the Chromebooks unattended would include places such as, but not limited to:
 - Hallways
 - Cafeteria
 - Gym
- Students will not be able/allowed to print from their Chromebooks at school.
- Students may bring their own mouse to use with their Chromebooks as necessary.
- Students are responsible for updating and saving their work. The school is not responsible for lost work for any reason, including if a Chromebook needs to be reset.
- ANY PCSD STAFF MAY VIEW AND/OR CONFISCATE A CHROMEBOOK AT ANY TIME FOR ANY REASON.

Chromebooks Off Campus

1. Students should take their Chromebooks home every night to charge them.
2. Students are encouraged to use their Chromebooks outside of school. Wifi connections may be added to Chromebooks for off campus use.
3. Students may upload work to Google Drive and work offline if no internet connection is available.
4. Chromebooks WILL be monitored by the school filter while being used off campus. ALL inappropriate use detected may result in disciplinary action.

End of School Year

1. Students will turn in their Chromebooks during the last week of school.
2. Students will receive the same Chromebook the following August.

VIOLATIONS OF ANY OF THE ABOVE MAY RESULT IN DISCIPLINARY ACTIONS.