

Perry County School District

#32

Perryville High School



1:1 Chromebooks Handbook

2018-19

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Introduction

1:1 Committee

Teachers

Jill Bailey-Perryville High School, Social Studies Teacher

Amy Camarillo-Perryville High School, Business Teacher

Candyce Giesler-Perryville High School Library Media Specialist/eMINTS Certified Trainer

Kim Greatting-Perryville High School Parent, Perryville Elementary School Teacher

Janice Herring-Perryville High School, Sped Teacher

Crystal Koenig-Gifted Education Facilitator/eMINTS Certified Trainer

Kim Shultz-Perryville High School, FACS Teacher

Administrators

Lisa Bailey- Perry County School District, Assistant Technology Director, eMINTS Certified Trainer

Shadrick Shafer-Perryville High School, Assistant Principal

Justin Dreyer-Perryville High School, Assistant Principal/Athletic Director

Wayne Neathery-Perry County School District, Technology Director

Jeff Steffens-Perryville High School, Principal

Dan Querry-Perry County School District, Assistant Technology Director

Vision

Technology for Lifelong Learning

Goals

1. Provide every high 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 Chromebooks

Receiving your Chromebook

Orientation:

1. All students will receive a Chromebook and charger purchased by PCSD#32 at the August 2018 Back to School orientation for their grade level.
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 offered to students and parents on the responsibilities, care, use, precautions, and safety of the Chromebook before school begins at various times.
4. Students with outstanding fees, related to Chromebook damage, will be allowed to check out a device to use for the day. Once fees are paid the student will receive their personal Chromebook.

Optional Insurance:

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

- The optional insurance is an annual cost of \$25.
- The insurance must be paid within two weeks of picking up the Chromebook. Otherwise, the device will be considered uninsured.
- Students who enter school after December 31st may purchase insurance at \$12.50.

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 and will be required to check in/out a device for the remainder of their time at PCSD32 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 high school 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. Students are required to check their email daily.
6. 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 the screen.

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. Any attempt to work on or fix other than by the Technology Department will void insurance and will be considered malicious.
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 at School

1. Chromebooks should be brought to school every day, unless otherwise instructed.
2. Chromebooks should be fully charged every day when brought to school.
3. The school does not recommend that students bring their chargers to school. If you bring your charger to school, you do so at your own risk.
4. Students may purchase an additional charger for \$20.00.
5. Loaner devices will be available for checkout in the library when personal devices are being repaired.
6. Students should never leave their Chromebook unattended. This includes but is not limited to: classrooms, cafeteria, gym, and unlocked lockers. Any unattended Chromebooks should be taken to the office for identification. Disciplinary action may result for unattended Chromebooks.
7. Students will log into their own Chromebook with their school Google Account and should refrain from logging into someone else's Chromebook and sharing passwords.
8. Students will not be able to print from their Chromebook at school.
9. Students may bring their own mouse, headphones, earbuds to use with their Chromebook as instructed by their teachers.
10. Sound must be muted on the Chromebook at all times unless otherwise instructed by PCSD staff.
11. Students are responsible for updating and saving work. The school is not responsible for lost work for any reason or if a Chromebook needs to be reset.
12. Students may not add apps to the Chromebook. Apps may be added by PCSD staff at any time for educational purposes.
13. Chromebooks are to be used for educational purposes as instructed by PCSD staff. Inappropriate use will result in disciplinary action.

14. 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 Chromebook 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 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 anytime.

Repair and Replace

1. Chromebooks should be turned into the library to be repaired.
2. Students may check out a loaner device from the library while their device is being repaired or if they left their device at home.
3. Students will be allowed to purchase an additional charger for \$20.
4. 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.
5. Incidents of theft on campus should be reported to the administration as soon as possible.
6. 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 and will be required to check in/out a device for the remainder of the school year.

End of the School Year

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

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