

# **PETTISVILLE SCHOOLS**

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## **Chromebook 1:1 Program Structure**

Each student in grades K-12 will be assigned their own chromebook, carrying bag, and charger. Students are expected to take proper care of their device to make it last five years as their device, and then additional years serving the younger grades in the district.

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### **Grades K-3**

Student devices will stay at the school and will not be taken home.

### **Grades 4-6**

Students will keep devices at school, but have assigned take home days that will be decided by appropriate teachers and Elementary Principal. Charging arrangements will be made to accommodate for the take home days.

### **Grades 7-12**

Students will be expected to take their charger home (leave it at home) and bring their chromebook charged each day. Charging devices at school will not be allowed. Students will receive a loaner device for the day if their device does not come to school charged. See loaner process below.

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## **K-12 Guidelines**

### **Web Filter**

Pettisville Schools follow federal CIPA web filtering requirements at all times through a software application that allows the device to be filtered in any physical location on any wireless network. Students are to abide by the District Acceptable Use Policy at all times. Only pettisvilleschools.org Google accounts will be able to log into the chromebooks, which keeps the device filtered at all times.

### **Case and Identification**

The chromebook is to be kept in the case at all times. The device and charger should be labeled at all times. Each student is responsible for their assigned chromebook and accessories. If a label comes out of the chromebook case or the charger label comes off, please notify the technology office and you will be supplied with another label.

### **Repairs**

Students will receive one free repair per year. Once a student uses that first free repair, the next incident will be the responsibility of the student/family for the cost to fix the chromebook, up to the replacement cost of the device. If damage is incurred through negligence, the damage will not be covered under the one free repair and will be charged to the student/family. All repairs need to be fixed through the Technology Department, including lost chargers. If pieces are missing or damaged from the chromebook, carrying bag or the charging device, a replacement cost will be charged. If chromebooks are damaged over the summer, fixes will count as the 2022-23 school year's First Free Fix and students will be responsible for any additional damages/replacements during the 2022-23 school year.

### **Chromebook Loaner Process**

If a chromebook is forgotten at home, the chromebook is not charged or it is being repaired, students are responsible to submit a Chromebook Incident Report. Loaner devices and forms are located in the main office. Loaner chromebooks will need to be checked in and out each day unless other arrangements are made with a principal or technology staff.

### **Can I Bring My Own Device?**

No. A common device platform enables teachers to have environments that are predictable and will lead to better education for all students. The Software installed on school managed devices help guide student learning.

## **Classroom Management Software**

Along with this initiative, a monitoring tool has been implemented to better guide student use. Teachers will have the ability during the school day to see students browsing history and Google Drive storage visibility. This tool also allows teachers to create web browsing zones to keep students focused on educational tasks.

## **Chromebook Technology Fee**

The annual technology fee is \$30 for each student. This fee will cover (1) free fix for the student's chromebook each year. This fee also helps cover costs related to maintenance and support of the devices. Families receiving free and reduced lunches will be charged accordingly.

## **Lost or Stolen**

If a chromebook becomes lost or stolen, please notify the Technology Department as soon as possible. There are security measures that can be taken to try to recover the device. If the device is lost, the student/family will be responsible for the replacement cost of the device.

## **Permission Forms**

All the proper forms have to be signed in FinalForms by a parent and the student to receive your chromebook.

## **Printing**

Printing from a chromebook is not supported by Google. There are designated printing areas in the school where students can log onto a windows computer and print any assignments needed.

## **Summer Chromebook Expectations**

Jr High - High School students will take their chromebooks home over the summer. Devices will be disabled unless otherwise requested by parent/guardian. E-mail [helpdesk@pettisvilleschools.org](mailto:helpdesk@pettisvilleschools.org) to have students' device enabled.

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## **General Questions**

### **What is a chromebook?**

- Google laptop device that runs chrome operating system.
- Chrome OS (operating system) is a lightweight operating system that revolves around the chrome browser along with a couple other software utilities that make up the operating system.
- Chromebooks are designed around speed, portability and excellent battery life.
- Chromebooks are most useful when they are connected to the internet but do offer some offline functionality.
- Chrome OS has built in antivirus which keeps the devices secure.

### **Why a chromebook?**

- The school has invested in chromebooks and Google products.
- Our teachers have incorporated chromebooks into their curriculum.
- These devices are supported for annual state testing (electronic).
- Chromebooks are very affordable devices. This allows us to equip each student with their own device.

### **What is Google Workspace for Education?**

- It is a free version(non-commercial use) of office software products that run in a browser.
- Programs include: Gmail, Google Drive (Storage), Classroom, Docs, Sheets, Slides, and Calendar.
- Google Workspace for Education is Google's version of Microsoft's Office Suite, offering real time collaboration across multiple users.

### **Can I replace parts of my chromebook or charger for my student?**

- No, we ask that you do not replace parts or chargers yourself. The Technology Department will take care of replacing parts or pieces of the chromebook or charger.