1:1 CHROMEBOOK HANDBOOK

For Parents/Guardians and Students
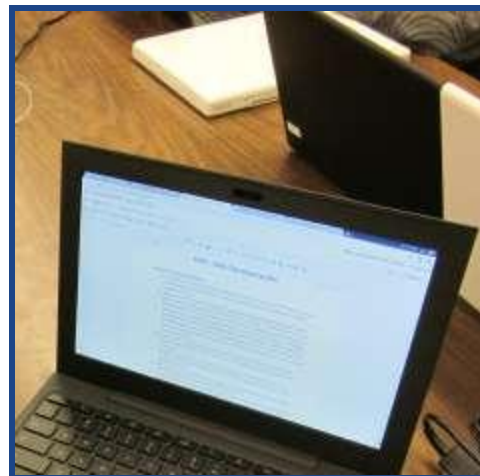
Pottstown School District

This handbook is a guideline for the productive and responsible use of devices as a primary learning resource.

POTTSTOWN SCHOOL DISTRICT ONE TO ONE CHROMEBOOK HANDBOOK

PURPOSE:

Pottstown School District strives to create an environment where every learner has the power to meet the challenges of today's world with confidence. Chromebooks support this environment in many ways. These devices break down classroom walls and provide both educators and students with the ability to access more educational resources than ever before. Chromebooks encourage collaboration and allow learning opportunities to be anywhere at any time. This tool will permit teachers to utilize mobile and social technologies in their everyday instruction, encouraging a habit of lifelong learning in their students, and continue to meet the ever-changing challenges of college and career readiness.

This handbook may be updated, changed and modified at the sole discretion of Pottstown School District administration. We will provide advance notice of any changes through regular school communication. Any changes to the policy will be effective for the next school year.

Students and their parents/guardians are reminded that use of school technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology will result in loss of computer privileges, removal from class, loss of credit, failing grade and/or legal action as stated in the parent and student handbook.

This document is intended to help students and parents/guardians navigate policies and procedures having to do with the 1:1 initiative.

OBJECTIVES:

The Pottstown School District's 1:1 Chromebook initiative will integrate technology in the classroom to:
- Promote student engagement and enthusiasm for learning.
- Make resources available 24/7 for learning.
- Encourage collaboration among students and teachers.
- Allow students access to information, along with the opportunity to connect it to their learning in a meaningful manner.
- Reduce the use of printed textbooks, worksheets, and workbooks.
- Nurture a sense of responsibility and digital citizenship.
- Prepare students for success after graduation from High School.

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DEVICE DISTRIBUTION PROCEDURE:

- Students and parents complete and sign the Chromebook Responsibility Form.
- Students agree to the Utilization of Technology (Acceptable Use) Policy 815.
- On distribution day,
  - At designated time, student arrives to distribution location.
  - Student has School Identification available.
  - Student submits signed Chromebook Responsibility Form to District staff.
  - If Insurance payment is received, student receives Chromebook and School Identification tag is recorded in the student's record.
  - Student powers on Chromebook and logs in.
- A student arriving mid-year will need to bring the completed paperwork and payment to one of the designated Chromebook Service Centers in the building.

OWNERSHIP:

Pottstown School District retains sole right of possession of the Chromebook. Pottstown School District lends Chromebooks to the students for educational purposes only, during the academic year. Additionally, Pottstown School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Students should not share their Chromebook with another student or leave the Chromebook unattended.

Only district provided devices will be allowed on the district network.

CHROMEBOOK IDENTIFICATION RECORDS:

- The school will maintain a log of all Chromebooks including: Chromebook serial number, name and ID number of the student assigned to the device.
- Each student will be assigned the same Chromebook for the duration of his/her time at Pottstown School District. They will be collected at the end of each school year.
- Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.
- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not manually update their Chromebooks.

STUDENT RESPONSIBILITY & CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the school-issued Chromebook. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so it can be resolved. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.

- Students are expected to bring their assigned Chromebook to each class every day unless specifically advised not to do so by their teacher.
- It is the sole responsibility of the student to have the Chromebook fully charged at the beginning of each school day.

GENERAL PRECAUTIONS:

- You are financially responsible for any damage, breakage, theft or loss of district issued chromebooks
- If we do not receive this signed Chromebook Responsibility form, a device **WILL NOT** be issued.
- The Chromebook must stay in the district-issued case, if applicable.
- Charge your Chromebook each night so it is ready for school. The battery should last 10 hours if fully charged.
- Chargers should not be brought to school, but you must return the chargers upon request, in working order.
- When the Chromebook is collected, the collection includes the device assigned to the student, the case, the charger block, and the charger cable.
- Chromebooks are on loan from the district and will need to be returned when requested.
- All repairs must be done through the Pottstown School District.
- The Chromebooks are attached to a serial number that will be associated with your student ID. Additionally, the serial number cannot be covered with stickers.
- The Chromebook can only be logged in with a valid Pottstown email address and password.
- The district maintains the ability to track, locate, and lock a lost or stolen Chromebook.
- The Chromebook is the property of the school district, and the user has no expectation of privacy.
- **If a student debt is incurred due to damage, loss, etc of a chromebook, that debt must be satisfied in order for the student to be eligible for any co-curricular activity, including graduation, prom, sports, dances, etc.**

VIRUS PROTECTION:

- Chromebooks have built in virus protection and therefore do not need any virus protection software installed.
- Student Chromebooks will be configured to use the district web-filter, both in the district and when connected to home or public Wi-Fi.
- The school adheres to the Children's Internet Protection Act (https://www.fcc.gov/consumers/guides/childrens-internet-protection-act). Students who encounter anything inappropriate should report it to a teacher or building administrator.
- Students are not permitted to factory reset their Chromebook.
- Students are not permitted to install any content that violates the Pottstown School Board Policy 815 Utilization of Technology (Acceptable Use Policy).
- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

STORAGE:

- Use a locked locker to store the Chromebook while at school when not in use, including during Physical Education classes. Do not leave your device unlocked or unsupervised in the locker room area.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

PERSONALIZING YOUR CHROMEBOOK

Students may personalize the provided Chromebook case following these guidelines:
- Cases may not be personalized with words or imagery that could be perceived as derogatory, stereotypical, or offensive to any race, ethnicity, sexual orientation, religion, weight, gender, or socio-economic status.
- Students are reminded that no stickers should reflect drug or alcohol use, weapons or violence, explicit language, or sexual innuendo.

Students are NOT PERMITTED to adhere stickers, glue, scratch, or markup any surface of the actual Chromebook.

Students are NOT PERMITTED to remove or tamper with any district identification tags on the Chromebook or cover. (If a tag accidentally comes off, contact a Chromebook Service Center as soon as possible.)

Students are NOT PERMITTED to use inappropriate media as a screensaver or background.

While we encourage freedom of expression, it is with the responsibility of being ever mindful of others who may not share the same life experiences.

Actions not in line with these guidelines will be considered acts of vandalism, and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

HOW TO USE YOUR CHROMEBOOK

CHROMEBOOK LOGIN ACCESS

- Students will only be able to login to the Chromebook using the @pottstownk12.org district accounts.
- Students should always use their own account when accessing a district issued Chromebook.
- Take care to protect your password. Do not share your password. Change it frequently.

SOFTWARE GOOGLE APPS FOR EDUCATION

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Drive (Documents, Spreadsheets, Presentations, Drawings, and Forms) and Google Classroom.
- All work is stored in the cloud.
- Chrome Web Apps and Extensions: Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store with teacher permission.

- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet. Teachers, school administrators, and the Technology Department staff reserve the right to monitor activity on student Chromebooks via the Google Administrator Dashboard and teacher observation.
- Students are not permitted to un-enroll or attempt to bypass Pottstown's Enterprise Google Enrollment on their Chromebook.

PRINTING

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Printing that needs to be done can be accomplished by accessing their Google Chrome accounts in the school library or printing at home.

MANAGING AND SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- The majority of student work will be stored in Google Drive or Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Flash drives are only to be used to store school related/approved information.
- Students should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update/save.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or on Google Drive.

DIGITAL CITIZENSHIP: APPROPRIATE USES

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Respect Yourself: I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
Protect Yourself: I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

Respect Others: I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

Protect Others: I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

Respect Intellectual Property: I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Protect Intellectual Property: I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Digital Citizenship: Inappropriate Digital Use by Student

The school administration will follow district policy on inappropriate use of technology. Inappropriate use of technology could result in the student's loss of a one to one device.

The Four C's

Communication
Sharing thoughts, questions, ideas, and solutions

Collaboration
Working together to reach a goal — putting talent, expertise, and smarts to work

Critical Thinking
Looking at problems in a new way, linking learning across subjects & disciplines

Creativity
Trying new approaches to get things done equals innovation & invention

INSTRUCTIONAL USE

Students are responsible for bringing their Chromebooks to school every day. If students leave their Chromebooks at home, they are still responsible for completing their coursework. Teachers, at their discretion, may give alternate versions of assignments that do not require the use of a Chromebook, or students may be issued a temporary device.

If a teacher determines that a student is not using the device appropriately, they may revoke access to the device during their class and take appropriate disciplinary action.

If a student repeatedly forgets his/her Chromebook at home, he/she may be subject to **appropriate** disciplinary action.

Students are to bring their Chromebook to school **fully charged** every day. Students should not bring their power adapters and charging cables to school. Parents and students are financially responsible for the loss of or damage to power adapters and charging cables. It is the student's responsibility to have sufficient battery life for their expected use while at school. Each classroom will have a limited number of spare power adapters for those who are unable to charge their device at home. These will be provided at the teacher's discretion.

CHROMEBOOK REPAIR AND SERVICE

When damage occurs or technology issues arise:
 • Students must report problems immediately to classroom teacher and the assistant principal.

Damage protection notice:
Each Chromebook has a limited warranty that covers normal use, mechanical breakdown or faulty construction. This plan does not warrant against damage caused by misuse, abuse, or accidents.

Your Chromebook may be covered by an optional accidental damage protection that affords coverage for certain accidental damages. The student will be fiscally responsible for the cost of any repairs not covered by the accidental damage protection plan.

HIGHLY RECOMMENDED CHROMEBOOK INSURANCE

● The CHROMEBOOK insurance fee is $35/student/year.
   o The district will provide an **EARLY BIRD RATE OF $30** per student if payment is **RECEIVED NO LATER THAN** August 17, 2023.
   o **THE DISTRICT WILL NOT INVOICE ANY FAMILY ABOVE THREE STUDENTS OR A TOTAL OF $105.**
● Online credit card payment for the optional insurance can be made through **MySchoolBucks**. The link is also on the district website and additional instructions to access MySchoolBucks can be found by **clicking here**.
● This fee **WILL** cover accidental damage repair to the Chromebook assigned to the student.

- This fee **WILL NOT** cover intentional damage, loss, theft, or damage caused by spills. It will also not cover outright loss of the Chromebook or replacement of Chromebook cover, charger, or cable.
- Intentional mistreatment caused by the assigned student user, or by an individual other than the assigned user, will result in disciplinary action including the repair or retail replacement cost as well as potential police involvement.
- In the event of an incident, any applicable charges must be paid before a replacement Chromebook can be issued.
- **BY DECLINING**, or opting out of the accidental damage insurance, **YOU AGREE TO PAY THE FULL REPAIR OR RETAIL REPLACEMENT CHARGE** for any damage caused when using the device in or out of school, which is the same requirement for any other school-issued material. Below are the charges the district **WILL INVOICE PER STUDENT** if the accidental damage insurance **IS DECLINED**:

CHROMEBOOK PART	WITH OPTIONAL INSURANCE (COVERED FOR ACCIDENTAL DAMAGE ONLY)	WITHOUT OPTIONAL INSURANCE
COMPLETE CHROMEBOOK REPLACEMENT	**COVERED**	**$275**
Battery	COVERED	$120
Barrel Charger (Older Models Only)	COVERED	$30
Bezel/Protective Cover	COVERED	$15
Camera/Mic	COVERED	$20
Case	COVERED	$45
DC In Jack (Older Models Only)	COVERED	$15
Hinge Covers	COVERED	$15
Keyboard	COVERED	$25
LCD Touch Screen	COVERED	$100
Motherboard* *The cost to replace the motherboard is the same cost to replace the entire Chromebook	COVERED	$275
Power Adapter -USB C	COVERED	$45
Speakers	COVERED	$10
Trackpad	COVERED	$40

USB Daughterboard (Older Models Only)	COVERED	$35