

Pierz Healy High School Chromebook 1:1 Initiative

2020-2021 School Year

The focus of the Chromebook program in District 484 Pierz is to provide tools and resources for the 21st century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to maximize college and career readiness skills. The individual use of Chromebooks is a way to empower students to achieve their full potential and to prepare them for college and the workplace.

The policies, procedures, and information within this document apply to all Chromebooks and other technology devices used at Pierz High School considered by the Administration to come under this policy.

Receiving Your Chromebook

Chromebooks will be distributed to all students in grades 6 - 12 for Fall Semester 2020-21. This Chromebook and Agreement policy outlines the parameters for families to protect Chromebooks and the District's investment in them.

Parent/Guardian Orientation

All parents/guardians are required to sign the signature page online.

Chromebook Rules & Guidelines

These rules and regulations provide students and parents/guardians awareness of the responsibilities involved with the use of a district-owned Chromebook. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in administrative review and potential discipline. Use of technology is a privilege, which will be withdrawn for irresponsible users.

- **Technology, including Chromebooks, must be used only:**
 - To support learning
 - In compliance with local, state, and federal laws
 - To be academically productive

- **Security Reminders:**
 - Share logins or passwords ONLY with parents or guardians.
 - Follow Internet safety guidelines and school rules and policy
 - Understand that device and network use are filtered and monitored and students have no expectation of privacy in their use of these school resources

- **Students are prohibited from:**
 - Defacing Pierz ISD 484 issued equipment in any way, including but not limited to the following:
 - marking, painting, drawing or marring any surface of the devices or any stitching on the case.
 - applying any stickers, skins, or tags to the Chromebook or the carrying bag.

If such action occurs, the student may be billed the cost of repair or replacement.

Optional Insurance

The District provides optional insurance coverage through Staymobile for a variety of prices based on make and model per academic year (September - Last Day of School). Families will be asked to indicate if they want the optional insurance or not on the Chromebook Signature Page (located online on the District webpage - Under High School - Chromebook 101 - Chromebook Signature Page). **If Optional Insurance is chosen the fee is due at the beginning of each school year and on or before taking possession of the device or whenever a student is enrolled in ISD 484. The fee will not be refunded at the end of the school year or when a student withdraws from the school district.** See additional policy information on pages 3-6.

Repairing/Replacing Your Chromebook

All Chromebooks in need of repair must be brought to the media center as soon as a problem is detected.

Vendor Warranty

Chromebooks include a one-year hardware warranty from the vendor. The vendor warrants the Chromebook from defects in materials and workmanship. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

Replacement Costs

The following are the costs of Chromebook parts and replacements (including shipping and handling):

- Replacement - \$300
- Screen- TBD
- Keyboard - TBD
- Chromebook AC Charger-\$42
- Case – \$20

The ISD 484 optional insurance covers the device only. **It does not provide coverage for accessories (power adapter, cable, cover or case) provided by the District.** The District will cover all costs for accidental breakage and loss under the terms listed.

In the case of theft, vandalism, and other criminal acts on District property, **the student or parent should file a police report by the end of the next school day or within 48 hours of the occurrence with the Pierz Police Department.**

Incidents happening off campus must be reported to the local police entity by the parent and a **copy of the police report must be brought to the school within 48 hours of the occurrence.** If it occurs on the weekend or during a school break, the report should be filed by the end of the next school day.

The student will be charged the Fair Market Value of the device if lost or vandalized and not reported, or if deliberately damaged – *see Fair Market Value chart below.*

Students/Parents are responsible for reasonable cost of repair for a deliberately damaged device or damage interpreted as neglect - *see Table of Estimated Repair/Damage Costs*

Table of Fair Market Value

Age of Device	Value
1 year	\$300
2 years	\$225
3 years	\$175

*Original cost of a single-purchase student device to the district is currently \$250.00 (cost subject to change).

While the Optional Insurance covers accidental loss and damage, the Optional Insurance does NOT cover costs for every situation.

User Fee Coverage Table

Coverage	Optional Insurance	Manufacturer Warranty (1 Year)
Manufacture Defect	X	X
Mechanical Failure	X	X
Cracked Screen	X	
Fire	X	
Accidental Flood	X	
Natural Disasters	X	
Power Surge by Lightning	X	
Theft	X	If Reported

Table of Estimated Repair/Damage Costs

Provided by ISD 484

Loss, Deliberate Damage, or Neglect*	Repair/Replacement Costs** (costs subject to change)
Replacement of Chromebook	\$300
Broken Screen (if not covered by optional insurance)	TBD
Power Adapter/Cord	\$42
Keyboard	\$84

**The costs of any other parts needed for repairs will be based on manufacturer's current price list.

If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact administration immediately or report it to the media center.

- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost to the student.
- Fines will be imposed in accordance with the Damage Assessment Chart on pages 5 and 6.
- After two (2) incidents of accidental damage, theft or loss the student may lose some privileges of being in the Pierz 1:1. Chromebook program and may not be permitted to take the device home.
- All reports will be investigated and addressed on a case-by-case basis.
- **Students must clear all records; return the Chromebook and Chromebook charger and pay all fees before the end of the year unless instructed otherwise by the District.**
- The District reserves the right to take further disciplinary action or compensatory action as a result of non-compliance with this policy or damage to technology equipment or software.

Failure to comply at all times with the Pierz ISD 484 Chromebook Policy and Agreement may terminate your rights of possession effective immediately and the District may repossess the property.

Damage Assessment Chart for Optional Insurance Plan

Issue/Per Year	Action(s) Necessary	Cost
Accidental Damage (1st Instance)	A report must be made immediately to administration. The device must be returned to school so that a spare device may be issued.	Coverage: replacement cost or up to 100.00

Accidental Damage (2nd Instance)	A report must be made immediately to the administration. The device must be returned to school so that a new or spare device may be issued.	Out of Pocket Cost 20.00 Coverage up to 100.00
Accidental Damage (3rd Instance)	A report must be made immediately to the administration. The device must be returned to school so that a new or spare device may be issued. However, a spare device will be issued for a 3rd break, but not allowed to be taken home.	Out of Pocket Cost 30.00 Coverage up to 100.00
Intentional Damage	A report must be made immediately to the administration. The device must be returned to school so that a new or spare device may be issued if a spare device is available, but not allowed to be taken home for a period to be determined. Deliberate damage will be referred to the principal/dean of students. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies.	This will not be covered by insurance. Student/parent is responsible for full replacement cost of the device.
Loss	A report must be made immediately to the administration.	This will not be covered by insurance. Student/parent is responsible for full replacement cost of the device.
Theft	A report must be made immediately to administration and a police report MUST be filed and returned to administration.	No cost if police report is filed and returned to administration. If no police report is returned, it is considered a loss and the student is responsible for the replacement cost of the device.
Power Adapter/Cord	A report must be made immediately to the administration.	This will not be covered by insurance. Student/parent is responsible for full replacement cost of the charger at \$42

Caring for the Chromebook

The device is district property and all users will follow this procedure and the Pierz ISD 484 Chromebook Policy and Agreement to limit potential damage and discipline:

- Students will use the Chromebook assigned to them and not lend or borrow a device.
- Students are responsible for the general care of the school-issued Chromebook, including:
 - Keeping the device battery charged for school each day.
 - Using only a clean, soft cloth to clean the screen and no cleansers of any type.

- Storing and inserting cords and cables carefully into the device.
- Never leaving the device unattended, unlocked car, an unsupervised area or an area that exposes the device to extreme heat or cold.

Damaged Chromebooks or devices failing to operate properly must be evaluated immediately by the IT department, who will determine and communicate the reason for the damage or malfunction, the repair/replace cost and timeline, and the degree to which the student is responsible for the cost based on misuse or neglect. Administrators will communicate these determinations to parents or guardians and discuss responsibility for repair / replacement as necessary.

Chromebook Cover

- StayMobile optional insurance provides a protective cover. The policy states the cover should remain on the Chromebook for the duration of the policy in order for the policy to be effective.

Chromebook Bag

- Students will be assigned a Chromebook carrying bag for the device.
- Students are expected to protect and take proper care of the carrying bag.
- Unlike the plastic cover, students are allowed to clip-on tags or personal identifiers to the bag as a means to differentiate one black bag from another black bag.
 - Acceptable additions to the bags include clip-on items (tags, ribbons, etc)
 - Do not write, draw, paint on the bag
- Students are responsible for the replacement cost of lost, stolen, defaced or otherwise unusable carrying bags.
- Carrying bags should not hold other objects (folders, books, other) to avoid placing excessive pressure and weight on the Chromebook screen.

Screen Care

- Do not carry the Chromebook by the screen, which can be damaged if pressure is applied.
- Do not lean on the top of the device when closed or place objects on the device (including inside book bags) that place pressure on the screen.
- Take care not to bump the device against lockers, doors, or floors.
- Clean the device screen only with a dry soft cloth or anti-static cloth.

Care of Chromebooks at Home

- Charge the Chromebook fully each night.
- Do not use the Chromebook on soft surfaces, such as pillows or blankets.
- Store the Chromebook on a desk or table but never on the floor.
- Protect the device from extreme heat / cold, food and drinks, small children, and pets.
- Do not leave the Chromebook in a vehicle.
- Theft of the device in school must be reported immediately to administration.
- Theft of the device outside of school must be reported to the police and a copy of the written report must be provided to school administration.

Webcams

- **School Use:** Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:
 - Recording videos or taking pictures to include in a project
 - Recording a student giving a speech and playing it back for rehearsal and improvement.

- **Home Use:**

- Webcams may be used at home only with permission and supervision from parents / guardians.

Listening to Music

- **At School** - Streaming music on your Chromebook is not allowed.
- **At Home** - Listening to music on your device is allowed at home with permission and supervision from parents/guardians.

Watching Video, including movies:

- **At School** - Watching video on the device is allowed only as part of a teacher-directed and supervised learning activity
- **At Home** - Watching video on your device is allowed at home with permission and supervision from parents/guardians.

Backgrounds and Screensavers

Any images set as a background must be school appropriate and in line with school policy and practices for maintaining a positive learning environment free from disruption or interference. Inappropriate media may not be used as a background, which will be understood to mean any image that otherwise would not be permitted for display at Pierz High School.

Using the Chromebook at School

Students are expected to bring fully charged Chromebooks to school every morning. Students are also expected to bring their Chromebooks to all classes unless a teacher advises them not to do so.

Students who fail to bring their Chromebook to school

- Loaners are no longer provided to students who forget to charge or bring their Chromebook to school.

Student Chromebooks that need repair

- Loaner devices will be issued for students that leave their school-issued device in Media Center for repair.
- Students will sign a loaner agreement and will be held responsible for any damage or loss of the loaned device
- Devices on loan for extended repairs are allowed to go home.
- Students will be contacted when their issued device can be picked up.

Printing

- Chromebook devices will not be configured to print at school or at home.
- Students are encouraged to share all work with their teachers through Google Apps/Schoology when possible to reduce printing costs.
- Printing stations are available in the media center and other labs for times when printing is necessary.

Using the Chromebook at Home

- Students are encouraged to take the Chromebook home with them every day.
- A Wi-Fi Internet connection is required for full functionality of Chromebooks, however, some applications can be used if no Internet access is available.
- Students are bound by the Acceptable Use Policy and all other guidelines for the use of Chromebooks at home or other non-school locations.
- Parents/Guardians are responsible for supervising student use of the Chromebook at home.
- Parents/Guardians are responsible for Internet safety at home. Please review internet safety with your child(ren), including not given out names, addresses, passwords, and appropriate content.
- Students are responsible for the care and safekeeping of the Chromebook device at all times.
- Students are responsible for making sure the device is **fully charged before returning to school.**

Chromebook Return Procedures: During Year, End of Year

- Chromebooks and accessories will be collected prior to the end of each school year unless instructed by Pierz School District.
- Students transferring out of Pierz High School or Pioneer Elementary must return the Chromebook and accessories before the final day of attendance. Failure to return Chromebook will result in a police report of theft and local police will proceed as necessary to recover the device.
- Students may be billed for the cost of replacing devices and accessories that are not returned or repairing devices and accessories that are damaged upon return.

Device Costs:

Device	Cost
Chromebook w/ Chrome Management fee	\$300 + \$30 = \$330
Toshiba Chromebook Power Adapter	\$42
Chromebook Bag	\$20

Prices are subject to change and availability without notice.

- Students leaving the District and do not return their Chromebooks - the following steps will be taken:
 - o First Notice: Letter will be mailed home giving them a timeline to return Chromebook
 - o Second Notice: A certified letter will be mailed home with a timeline to return the Chromebook
 - o Third Step: If Chromebook is NOT returned to District 484 by the time given in the timeline a theft report will be filed in the county the student resides in.

Chromebook Policy and Agreement Signature Page

By signing the acceptance form at <https://forms.gle/DLxgC2YWizntgviSA>, the student and his/her parent/guardian agree to follow and accept:

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals, including family members.
4. I will know where my Chromebook is at all times.
5. I will have my Chromebook charged to last the school day.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case provided.
9. I will use my Chromebook in ways that are appropriate, meet the District expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook or case.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Pierz ISD #484.
12. I will follow the policies outlined in this *Chromebook Agreement* and the District's Technology Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft or vandalism.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the district's Chromebook, case and power cord in good working condition at the conclusion of the school year.

By signing the below, the student and his/her parent/guardian agree to follow and accept:

- District's Acceptable Use Policy
- Pierz ISD 484 Chromebook Policy and Agreement
- Pierz ISD 484 Chromebook Usage and Discipline Policy
- The Website and Social Media Guidelines (below).
- That Pierz ISD 484 owns the Chromebook, software, and issued peripherals.
- If the student ceases to be enrolled in Pierz ISD 484, the student/parents will return the Chromebook in good working order or pay the full \$300.00 replacement cost of the computer. In addition, the student must also return both the Chromebook charger and Chromebook case. If one or both of these items is not returned, the student/parent must pay \$42.00 for the charger and/or \$20.00 for the case..

Individual school Chromebooks and accessories must be returned to the media center at the end of each school year. Students who graduate early, withdraw, are suspended, expelled, or terminate enrollment at Pierz ISD #484 for any other reason must return their individual school Chromebook and accessories on the date of termination.

Website & Social Media Guidelines:
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
Follow the school's code of conduct when writing online. It is acceptable to disagree with other people's opinions; however, do so in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone.
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
Do your own work! Do not use other people's intellectual property without their permission. This is plagiarism. Be aware that it is a violation of copyright law to copy and paste other people's thoughts. Please cite sources.
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
If you run across inappropriate material or material that makes you feel uncomfortable or is not respectful, tell your teacher and/or the technology department right away.

Think before you act because your virtual actions are real and permanent!