

# **Penn-Trafford High School**



## **Chromebook Handbook**

## **One to One Chromebook Initiative**

The Penn-Trafford School District continues to prepare its students with 21st Century trends in education. Penn-Trafford High School will provide a Chromebook for each student, ensuring we graduate students who can work digitally, collaborate meaningfully, and communicate in connected, real-world ways.

Penn-Trafford School District has a Google management license that connects our learning community via Google Drive and its productivity suite. This license affords our students the full array of Google Apps for Education and their features. In fact, Google offers thousands of educational apps that teachers and students can use to power-up learning. When students sign into Google Chrome with their [penntrafford.org](http://penntrafford.org) account, these apps are instantly available wherever they go, making a smooth transition between home and school.

Of course, the most powerful app ever is a web browser, which brings the world within students' reach at the touch of a keyboard. Chromebooks are built with this in mind. They run the Chrome OS (operating system) and provide the web via the Chrome browser and apps. Chromebooks are secure. Without a hard drive, they are virus-free and store everything in cloud-based apps like Google Drive. Chromebooks automatically update their OS ensuring they remain fresh with the latest innovations.

This handbook outlines the District's expectations for proper handling of Chromebooks, describes students' responsibilities and ways they can best take care of the devices, and includes an agreement for them and their parents, including a technology protection plan. Understanding and abiding by this agreement is necessary in order to provide the best use of Chromebooks to our students. Its regulations, along with the District policy on Internet Acceptable Use and Student Handbook, provide safeguards to ensure students have a positive experience, as we provide a 1:1 integration of educational technology for all.

A Chromebook and accessories in good working order are being lent to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the property of the Penn-Trafford School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to use of the Chromebook. The equipment will be returned when requested by Penn-Trafford School District, at the end of the school year, or sooner, if the student withdraws from the district prior to the end of the school year.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook or any school owned computer. The Penn-Trafford School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact Tech Support for replacements as they can assist with replacement tags. Additional stickers, labels, tags, or markings of any kind are not to be added to the device.

An email account—a school licensed Gmail account [@penntrafford.org](mailto:@penntrafford.org) will be available for each student to use for appropriate academic communication with other students and staff members only. This email is for communication within the Penn-Trafford School District only.

The student agrees to use best efforts to assure that the Chromebook is not damaged, or rendered inoperable by any electronic means, including virus or OS rooting activities, while in the student's possession.

The student acknowledges and agrees that the student's use of the Chromebook is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the "student's responsibility" to protect and safeguard the District Property and to return the same in good condition upon request to the Penn-Trafford School District.

### **Student Responsibilities:**

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Penn-Trafford School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove District owned programs or files from the Chromebook.
- I will charge my Chromebook nightly so that it has a full charge every morning.
- I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for getting coursework done as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair the Chromebook. If it is not working properly, I will notify Tech Support, teachers, or administrators.
- I will bring the Chromebook to Tech Support if it needs repair. If it needs repair, the student's record will be checked, a loaner may be checked out if the student is eligible.

### **Parent/Guardian Responsibilities:**

Your son/daughter has been issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this computer.

- I will supervise my child's use of the Chromebook at home.

- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook and will not delete any District software.
- I will make sure my child recharges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the Penn-Trafford School District.

### **Use and Care of Your Chromebook:**

1. **Bring it to school every day.** Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
2. **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.
3. **Makeup is a must if you do without.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request that you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook or not having it charged for class, may be cause for disciplinary action.
4. **Keep only school appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.
5. **Do not take images, video or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.
6. **Obey copyright.** Individually purchased, legal, school appropriate media is allowed on your Chromebook, however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action.

7. **Abide by media content expectations.** Parents should work in concert with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and etexts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(ature), films rated R and NC17, television shows with TV MA rated content, and media rated Explicit Content. Inappropriate content is not allowed and any violation of this policy will result in disciplinary action.
8. **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
9. **Leave the District loaded apps on your Chromebook.** Do not delete any District loaded apps, folders, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
10. **Do not eat and drink while using your Chromebook.** Firstly, eating and drinking while using your computer is bad for your personal hygiene because germs are more likely to be spread from the keyboard to your mouth. Secondly, doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect. *A Chromebook with damage as a result of spilled liquids or foods is not covered under the protection plan.*
11. **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
12. **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.
13. **Notify Tech Support, teachers, or administration if your Chromebook has a problem.** Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry or barely damp cloth.
14. **Limit damage over time.** More than two occurrences of loss, theft or damage during the school calendar year will be interpreted as neglect.

### **No Expectation of Privacy:**

No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook issued by the District, regardless whether the usage happens for school related purposes or not. At any time, without prior notice of consent, the District may access, supervise, view, monitor, log, and record student data and browser use history of Chromebooks at any time for any reason related to the operation of the District. From time to time, the District may conduct random physical checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### **Monitoring Software:**

School administrators, teacher, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks while at school.

### **Files Downloaded onto Chromebooks:**

All images, documents, files, and apps downloaded onto the Chromebook become the property of Penn-Trafford School District as allowable by law.

### **Technology Fee:**

The annual technology fee is **\$30.00** per school year. Partial semesters/years are not refundable. It is agreed and understood that a student must pay the technology fee to be issued a Chromebook. Any student with a financial hardship will be handled on a case by case basis.

### **Coverage of Damage:**

The administration will review all damages determined to be from misuse or negligence and will assess the student's continued privilege of taking the Chromebook to and from school. It will be the right of the school administrators to determine if damages were due to negligence or accident.

First Accidental occurrence - repaired or replaced by the district at no cost

Second Accidental occurrence - repaired or replaced by the district, \$30 fee will be assessed

Third Accidental occurrence - full repair or replacement cost will be assessed

Damage due to Neglect - full repair or replacement cost will be assessed

**Accidental Damage** - the following are examples that may be considered Accidental:

1. Dropped Chromebook
2. Broken key/s
3. Unintentional broken/damaged screen
4. A third accidental damage will be considered neglect

**Neglect** - the following are examples that may be considered Neglect:

1. A Chromebook that is lost or stolen.
2. Damage caused by negligence, neglect such as leaving it outside or in an automobile, immersion in liquid, any type of damage by food or drink, caused by pets, rough handling, excessive sliding across rough surfaces.
3. Vandalism or defacing Chromebook (stickers, markers, paint, etc.)
4. Intentional misuse of one's own or a peer's device.
5. A third accidental damage will be considered neglect

**Disclaimer:** It will be the right of the administration to determine if damages were due to negligence or accident.

**Effective and Expiration:** This coverage is effective from the date the signature agreement form and technology fee are received by the school and expires on the last day of the school year.

**Student Agreement for Chromebook Use:**

- I have read the PTSD Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the school policies and this handbook at all times, while at school as well as outside of the school day.
- I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect or intent.
- I will notify Tech Support or administration in case of damage, theft, vandalism, and loss of device within 24 hours.
- I agree to return the District Chromebook, power adapter, cord and any accessories provided by the District in good working condition at the end of the school year or when withdrawn from PTSD.
- I understand I must clear all fees before participating in school related events, including attendance at sports, dances, and graduation.

**Parent/Guardian Agreement:**

- I have read the PTSD Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the policies and regulations included the policy and the handbook at all times, and will hold my child accountable to these policies and regulations.
- I understand that this Chromebook is designated for educational purposes and therefore my child's violations this agreement may be cause for the removal of his/her Chromebook privileges.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent. Further, I understand if my child accidentally or purposefully damages or breaks another student's Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement. I understand the \$30 technology fee is good for one accidental incident per school year).
- I will assume full responsibility for any harmful or illegal content on the Chromebooks and will monitor my child's use of the device at home.
- I understand that the Chromebooks are District owned devices and all content stored on the Chromebook is subject to review at any time.
- I accept these responsibilities when I accept a Chromebook on loan from the District.

If my student fails to return to the District the Chromebook, power adapter, cord, and accessories provided by the District at the end of the school year or upon termination of enrollment in a Penn-Trafford District school, I will pay the replacement cost of the Chromebook, power adapter, cord, and accessories provided by the District. Failure to do so may result in a criminal and/or civil court prosecution.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent (Guardian) Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Building \_\_\_\_\_

Grade \_\_\_\_\_ Student Number (PowerSchool/Lunch Number) \_\_\_\_\_

Parent (Guardian) Name \_\_\_\_\_