

PRJUSD
Chromebook Handbook
2019-20

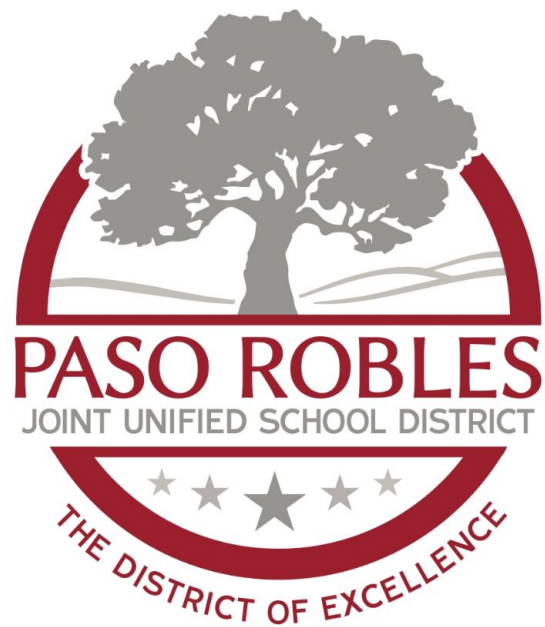


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1. OVERVIEW

For the 2019-20 school year, all secondary school students (grades 6-12), and online school students will be issued Chromebooks for use as part of their educational curriculum. It is strongly encouraged for each student to keep their issued chromebook for all three years of middle school or all four years of high school. It is the Paso Robles Joint Unified School District's belief that the Chromebooks will help students develop skills that are critical in our 21st century work world. These 21st century skills include:

- Critical and creative thinking
- Problem solving skills
- Information and computer skills
- Interpersonal and self-direction skills
- Technology and Information Literacy

Chromebooks will allow students to direct their own learning and have a greater reliance on active learning strategies. Students will be able to transfer knowledge across disciplines. The increased access to technology will enhance instruction and provide more achievement opportunities for our students while developing our students to be most competitive in our ever-changing world.

Once the Chromebook is issued to a student, ***the device will stay checked out to the student until the end of grade 8 for middle school, the end of grade 12 for the high school, or until they withdraw from school. Take care of your device!*** Students will be responsible for bringing the device to school with them, taking it home at the end of the day, and charging it for use before the next day. *It is important to note that these units stay with the students, and are not left unsupervised at school at any time.*

2. RECEIVING YOUR CHROMEBOOK

Chromebooks and charging cords will be issued each fall through the library. **Parents and students must sign and return the last page of the Student Acceptable Use Policy and Insurance Agreement before the device will be issued to the student, even if you are NOT purchasing insurance.** The Chromebook Protection Plan outlines options for families to protect the device investment for the school district. Please review the protection plan included in this handbook.

Chromebooks will NOT be collected at the end of each school year unless you need to report damage. Earbuds will be available in the library for \$1.50 throughout the year. Replacement charging cords are \$25.00.

2.1 Chromebook Check-In

Chromebook and accessories will be returned during final checkout during the last week of school during students' 8th and 12th grade year. Students who leave early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their school Chromebook and accessories to their site library on the date of termination.

If a student fails to return the Chromebook the last week of school during students' 8th and 12th grade year or upon termination of enrollment, the student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or, if applicable, any insurance deductible. Failure to return the device will result in a theft report being filed with the Paso Robles Police Department.

Furthermore, the student will be responsible for any damage to the computer, consistent with PRJUSD's Chromebook Protection Plan and must return the device and accessories to the school in satisfactory

condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the device.

2.2 Check-In Fines

If your Chromebook and/or charger have been damaged or defaced, you will be fined respectively for the damage.

If a student Chromebook is not returned during the year-end check-in during students' 8th and 12th grade year or upon transferring out of the district, the administration will be in charge of seeing this equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to the local law enforcement.

3. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be checked in with the library technician.

3.1 General Precautions

- No food or drink is allowed next to your Chromebook while it is in use, as per school policy.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook .
- Students must transport their Chromebook with the device closed. Do not carry it open.
- To conserve battery life, please shut your Chromebook if you are not using the device during the next class period.
- **Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Paso Robles Joint Unified School District.**
- Chromebook keys should be used properly and never be lifted from the keyboard.
- PRJUSD and device labels must not be removed.
- Chromebooks must never be left in a car or any unsupervised area.
- Students are responsible for arriving at school each day with their Chromebook battery fully charged.

3.2 Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in a carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not poke the screen

4. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible to bring their Chromebook to all classes.

4.1 Chromebook Left at Home

If a student leaves his/her Chromebook at home, he/she must immediately phone a parent to bring it to school, if possible. There are a few loaner devices in each classroom. A *limited* number of loaner devices will also be available in the library during state testing only. Repeat violations of this policy will result in disciplinary action.

4.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their device for repair in the library/help desk. There is a limited supply of loaner Chromebooks.

4.3 Charging Your Chromebook's Battery

Chromebooks must be brought to school each day in a fully-charged condition. Students need to charge their device each evening. Because some of our curriculum is web-based, this is critical to ensure our students are able to access the lesson in class. Repeat violations of this policy will result in disciplinary action.

In cases where the batteries become discharged, students may be able to connect their computers to a power outlet in class.

4.4 Sound, Music, or Games

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.5 Printing

- Printing from Chromebooks is not available at school. Students can print from a desktop device at school or share their work with a teacher to print.

4.6 Screensavers/Wallpaper

- Only school appropriate media may be used as screensavers and wallpaper.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang-related symbols or pictures will result in disciplinary actions including the loss of privilege to “check-out” a chromebook from the school library.

4.7 Home Internet Access

- Students may connect to the internet at a location outside of the school but must understand that they are still using school equipment and all school rules and policies still apply. Content on district-issued devices is filtered and CIPA (Child Internet Protection Act) compliant.
- An at home internet connection is NOT required to complete the homework at your child's school. A limited number of hotspots are available for those who qualify. See your school counselor.
- If you would like information about discounted internet rates for which you may be eligible, please check with the school library tech or Student Services.

4.8 Inspection

- Students must present their District issued Chromebook for inspection whenever requested to do so by a District official.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to Google Drive

Students will be logging onto Google Drive to complete, save, and organize their work. Students will have their own user account and drive on the network with ample space to back up any school-related work.

Google Drive allows students to create folders that will automatically save all student documents. When a student adds a document to the folder while working at home or away from school, that document will be automatically saved to their school Google Drive account.

Students without internet access at home must download all documents and assignments prior to leaving school and must sync with school wifi first thing in the morning to update their work to their drive. School staff can support your child with this process.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. **Computer malfunctions are not an acceptable excuse for failing to submit work.**

6. ACCEPTABLE USE

6.1 General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Paso Robles Joint Unified School District.
- Students are responsible for their ethical and educational use of the technology resources of the Paso Robles Joint Unified School District.
- Access of the Paso Robles Joint Unified School District technology resources requires for each employee, student and/or parent to follow the Student Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and is subject to disciplinary action.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous language will be subject to disciplinary action.

6.2 Privacy and Safety

- Do not go into chat rooms or send chain letters without permission from a teacher for academic purposes.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify a teacher, tech administrator, or school administrator immediately so that such sites can be blocked from further access. This is not merely a request; it is your responsibility.

6.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the PRJUSD Annual Parent and Student Rights Notification. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet such as graphics, movies, music, and text.

6.4 E-mail

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.

- No private chatting or emailing during class without the instructor’s permission.
- PRJUSD e-mail is subject to inspection by the school and/or Technology Department

6.5 Consequences

The student in whose name a system account and/or Chromebook is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Student Acceptable Use Policy will result in disciplinary action.

Electronic mail, network usage, and all stored files **shall not be considered confidential** and may be monitored at any time by designated District staff to ensure appropriate use. PRJUSD cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

6.6 Student Responsibilities

- Students are responsible at all times for their Chromebook whether at home or at school.
- Students may only login under their assigned username.
- Students may not share their password with other students.
- Students must not lift keys off the keyboards for any reason.
- Students may not remove PRJUSD or device labels from the device.
- Students may not remove screw covers or any rubber feet.
- Students may not loan Chromebook components to other students.
- ***Students are responsible for charging and maintaining battery units daily.***
- All use of the internet must comply with district guidelines. Log files are maintained on each computer with a detailed history of all sites accessed. These files may be reviewed periodically.

6.7 Parental Responsibilities

- Parents will be responsible for monitoring student’s use of the Chromebook at home.
- Parents will be responsible for reviewing the Student Acceptable Use Policy, Student Media Oath, and the Pledge for Device Use with their child(ren)/student(s).
- Parents are asked to monitor their student’s activities on the internet on a regular basis.
- Parents are responsible for overseeing their child’s use of the internet while at home.
- Chromebooks are for the sole use of the student.

6.8 School/District Responsibilities

- Provide Educational Google Accounts
- Provide internet and email access to its students.
- Access logs and email will be treated similar to school lockers. PRJUSD reserves the right to review, monitor and restrict information stored on or transmitted via Paso Robles Joint Unified School District owned equipment and to investigate inappropriate use of resources.
- Provide internet blocking of inappropriate use of resources through use of a CIPA compliant filter.
- Provide staff guidance to aid student in doing research and help assure student compliance of the Acceptable Use Policy.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student devices will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and ID tag.
 - These tags and labels must stay on the device at all times.
- Individual user account name and password
- Name label on the screen

7.2 Password Protection

Students are expected to password protect their Google account by keeping that password confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

7.3 Storing Your Chromebook

When students are not using the device, they should be stored in their backpacks or cases securely closed. Nothing should be placed on top of the Chromebook when stored in the backpack. Students will take their Chromebook home every day after school, regardless of whether or not they are needed. Devices should ***not be stored in a student's' or parent's vehicles*** at school or at home.

7.4 Summer Use:

During the summer months be sure to charge your device once per week. Talk to your teacher about what programs might be available to you over the summer.

Insurance: If you purchased insurance at the beginning of the school year, your policy is good until August of the following year. If you did not purchase insurance this year and wish to purchase insurance for the summer only, the cost will be \$5.

What if I move over the summer? If you move to another city or school district over the summer, please return your device and charger to the Teacher Center located at 2900 Union Road, Paso Robles, phone 805-769-1100, or you will incur fines that will follow you to your next school district.

What if my chromebook becomes damaged over the summer? Please return your damaged chromebook and charger to your school library on the first day of school in August. You will be issued a new chromebook and any fines will be assessed at that time.

7.5 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, gym, computer lab, locker rooms, library, unlocked classrooms, and hallways. Any computers left in these areas are in danger of being stolen.

Unsupervised Chromebooks will be confiscated by staff and taken to the principal's office. Disciplinary action for an unsupervised device will be handled by the school site. Any damage that occurs to a device when left unsupervised will be deemed as negligent and the student will be assessed a fee for repairs.

8. CHROMEBOOK TECHNICAL SUPPORT

In conjunction with the school library technicians, the PRJUSD Technology Department coordinates the repair/work for Chromebooks. Services provided include the following:

- Maintenance and replacement
- Password identification
- User account support
- Application and insurance information
- Loaner devices
- Coordination of warranty replacement

9. INTENTIONAL CHROMEBOOK DAMAGE

9.1 Intentional Damage

Intentional damage is not covered under district insurance. Intentional damage to a chromebook will result in a charge to the student for repair or replacement. Intentional damage can include, but is not limited to, lifting keys off keyboards and other keyboard damage, cracked screens from intentional misuse, damaged outer cases from intentional misuse, missing rubber parts, or damaged charge cords.

9.2 Fine Matrix for Intentional Damage

Intentional Damage Type	Fine
One or more keys lifted with rubber piece intact, key missing	\$15
One or more keys lifted with rubber piece missing	\$100
Charge Cord (two pieces) - any damage or is missing	\$25
District and/or device labels defaced or removed and/or rubber pieces missing	\$15
Purposefully cracked screens or cases	Price of replacement device

Any intentional damage not listed above will be evaluated by site administration and PRJUSD Technology Department before a fine is issued.

10. ACCIDENTAL CHROMEBOOK DAMAGE

10.1 School District Protection

School district protection is available for students and parents to cover Chromebook replacement in the event of theft, ***accidental damage***, or fire. The protection cost is \$20.00 annually for each device with a maximum cost of \$50.00 per family. Please report all Chromebook problems to your school's library technician.

Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, accidental damage, or fire. Please consult with your insurance agent for details about your personal coverage of the Chromebook.

10.2 Claims

All insurance claims must be reported to the library technician. In the event the device is stolen, a police report must be filed and submitted with your claim.

Fraudulent reporting of theft or accidental damage will be turned over to the police and insurance company for investigation. A student making a false report will also be subject to disciplinary action. The District will work with the Paso Robles Police Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

Failure to follow responsible use guidelines as set forth in this Chromebook Handbook can result in disciplinary consequences issued by the student's school site administration.

CHROMEBOOK PROTECTION

The Paso Robles Joint Unified School District recognizes that with the implementation of the Chromebook initiative, there is a need to protect the investment by both PRJUSD and the student/parent. The following outlines the areas of protection: warranty, *accidental* damage protection, and insurance. The term “Chromebook” refers to the machine itself, not the battery or any other component of the device.

INSURANCE FOR ACCIDENTAL DAMAGE, THEFT, OR FIRE: Following are the three options that are available for these types of losses and the student/parent must commit to one:

No Insurance You agree to pay for the replacement and repair of the Chromebook at a cost not to exceed the replacement cost of the Chromebook (estimated to be \$225) should the Chromebook be stolen or damaged.

Personal Insurance You will cover the Chromebook under your own insurance policy and in the case of accidental damage, theft, loss, or damage by fire, you agree to pay PRJUSD the amount received from your insurance company plus any additional amount needed to cover the Chromebook replacement (estimated to be \$225).

School District Protection You choose to pay PRJUSD an annual protection payment for coverage of accidental damage or theft to the Chromebook in the amount of \$20.00 or \$50.00 for family coverage when there are more than two children using Chromebooks. The \$20.00 payment is non-refundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

CLAIM STRUCTURE:

Charge	Damage Incident #1 Deductible or Payment	Damage Incident #2 Deductible or Payment	Damage Incident #3 Deductible or Payment
Deductible with District insurance	\$50 (prorated for used devices)	\$75 (prorated for used devices)	\$100 (prorated for used devices)
Payment due without District insurance	\$225 (prorated for used devices)	\$225 (prorated for used devices)	\$225 (prorated for used devices)

PRJUSD is committed to equal opportunity for all individuals in its educational programs, activities, and employment. PRJUSD prohibits, in any District programs, activities, and practices, unlawful discrimination, harassment, intimidation and bullying based on perceived or actual race, color, ancestry, national origin, ethnic group identification, age, religion, pregnancy, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. To file a complaint, please contact the Chief Human Resources Officer at [805.769.1000](tel:805.769.1000) located at 800 Niblick Rd, Paso Robles Ca 93446.