

PJHS Chromebook Handbook

Chromebook Procedures and Information for Students and Parents

The mission of the 1:1 program in the Deer Creek-Mackinaw CUSD 701 is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning by providing portable devices for each student in the high school for use at school and possibly at home at the discretion of school administration. This ensures that students can access educational resources throughout the school day. Every student has a device that provides real-time data to a reporting dashboard providing an interactive interface for students where they can access tools and resources, post their current work, track their progress, and interact with teachers and other students around their projects.

Deer Creek-Mackinaw CUSD 701 prepares students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school. Deer Creek-Mackinaw CUSD 701 schools demonstrate that with a rigorous, high-quality program and the right social and emotional supports in place, all students, regardless of racial or economic background, can achieve outstanding results. Deer Creek-Mackinaw CUSD 701 is implementing the 1:1 Chromebook initiative to further personalize the way each student uses time, receives support to master essential skills, and deepens understanding of content.

Ownership of the Chromebook

Deer Creek-Mackinaw CUSD 701 retains sole right of possession of the Chromebook. Deer Creek-Mackinaw CUSD 701 lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Deer Creek-Mackinaw CUSD 701 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.

Receiving Your Chromebook

Parent/Guardian Orientation

All parents/guardians are required to attend an orientation and sign the Deer Creek-Mackinaw CUSD 701 Chromebook Device Agreement before a Chromebook will be issued to their student. Orientations will be held before the start of the new school year.

Transfer/New Student Distribution

All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks at school. Both students and their parents/guardians must sign the Deer Creek-Mackinaw CUSD 701 Chromebook Agreement prior to picking up a Chromebook.

Returning Your Chromebook

End of Year

****The Chromebook must be returned by the conclusion of the spring semester. At this time, students will turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.**

Transferring/Withdrawing Students

Students who transfer out of or withdraw from Deer Creek-Mackinaw CUSD 701 must turn in their Chromebooks and peripherals and accessories to school office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Deer Creek-Mackinaw CUSD 701 may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Educational Use

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Technology Acceptable Use Policy and all of its corresponding administrative procedures at all times

Using Your Chromebook At School

Students are expected to bring their Chromebooks to all classes each day unless specifically advised not to do so by their teacher. Repeat offenders will have natural consequences from not being prepared for class.

Loaner Chromebooks Availability

- Depending on availability, loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair only.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired **may not be taken home**, unless permitted by the school administration.
- **Loaner chromebooks will not be available for students who forget their Chromebook at home.**

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement.

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used only if the instructional software has an audio component and with teacher permission.
- Students will provide their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate through Google Classroom.
- Only if required by the teacher, students may print at school.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued deemack.org email account.
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook hard drive.
- Students should always remember to save frequently when working on digital media.
- 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 by having multiple copies stored in different Internet storage solutions.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Deer Creek-Mackinaw CUSD 701 Technology Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Chromebook Care

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 reported to a teacher or administrator as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

Authorized users

- The school Chromebook is assigned to you for your use alone. Please don't allow others to use your device while in use. Remember you are responsible for any damage or misuse.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Disconnect all connected cords, USB memory and any adapters before putting your Chromebook into a carrying case, bag or sleeve.

Heat

- Always place your Chromebook on a flat, stable surface.
- Do not place it on top of stacks of paper, blanket, upholstery, or anything else that is an insulator.

- The bottom of your Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper airflow to operate correctly.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags and Logos

- All Chromebooks will be labeled with a school asset tag and Deer Creek-Mackinaw CUSD 701 logo.
- Asset tags and logos may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag or logo.

Chromebooks left unattended

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offences will result in disciplinary action.

Stay out of the inside

- Under no circumstances should you open (or attempt to open) your school computer's case. Touching the wrong components may not only damage the computer; it may seriously hurt you. Report the failure to the Teacher or IT person on your school. Let a district technician handle any repairs that require the case to be opened.

Warranty and Insurance

The School will repair or replace damaged equipment resulting from normal use and accidents. Abuse or neglect may result in damages that are the responsibility of the student to pay for. The School will make its best attempt to purchase replacement parts at the best possible price. In case of theft, vandalism, or other criminal acts, a police report MUST be filed with the local police department and a copy submitted to the office of the campus where the students attends.

JH Student/Parent Device Agreement

Terms and Conditions of Use

The purpose of loaning a Device and adapter is to provide individual computer access to students at Deer Creek-Mackinaw CUSD 701. The term of this agreement shall be from the date of execution by all parties through May 25, 2023, or upon the date the device is returned to the Deer Creek-Mackinaw CUSD 701, whichever is earlier.

By signing this form, the student and the student's parent/guardian certify that they have thoroughly read, understand, and accept the following terms and conditions, which will govern the student's possession of a Device computer issued to the student by the Deer Creek-Mackinaw CUSD 701 Technology Department. The student and the student's parent/guardian also certify that they will comply with these terms at all times during the term of this agreement.

General Terms & Conditions

- The Device is and will remain at all times the property of Deer Creek-Mackinaw CUSD 701, and is **being loaned for educational purposes only**. Deer Creek-Mackinaw CUSD 701 may take back the Device, or place additional restrictions on the student's use or possession of the Device, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any Deer Creek-Mackinaw CUSD 701's staff or administrator, the student or the student's parent/guardian will immediately surrender the Device to that staff member or administrator.
- At its sole discretion, Deer Creek-Mackinaw CUSD 701 may change the terms or conditions of the student's possession or use of the Device, or to impose new restrictions on use or possession of the Device, at any time during the term of this agreement.
- The student's possession and use of the Device will be subject at all times, both on and off campus, to the terms and conditions described in this document, any and all applicable state and federal laws and regulations, applicable Student handbook policies (including the Technology Acceptable Use Policy) as well as any additional rules, regulations, and restrictions that may be imposed from time to time by Deer Creek-Mackinaw CUSD 701. Any included software may be used only in accordance with the applicable license and it is the student/parent's responsibility to be familiar with and to comply with the provisions of any such license.
- By signing this agreement, the student and the student's parent/guardian certify that they have reviewed and understand the Student Handbook and the Technology Acceptable Use Policy contained therein. They further certify that it is their responsibility to inform themselves as to any school policies that might apply to the student's use or possession of the Device and to comply with those policies at all times.
- By signing this document, the student and the student's parent/guardian acknowledge that they are solely responsible for ensuring that the student's use of the Device to access the internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. Deer Creek-Mackinaw CUSD 701 will not be responsible for any harm that may come to the student or any other person as a result of the student's off-campus internet activities.
- Any violation of the terms or conditions set forth or referenced in this document may result in Deer Creek-Mackinaw CUSD 701 taking back the Device, or restricting, suspending, or terminating, with or without prior notice, the Student's use of the Device.
- The student's possession and use of the Device is a privilege, not a right. By signing this document, the student and the student's parent/guardian acknowledge that they have no right or entitlement to possession or use of the Device and that neither this document nor any conversation, correspondence, or understanding between themselves and any representative of the Deer Creek-Mackinaw CUSD 701 gives them any ownership of any kind whatsoever in the Device.

Prior to obtaining a device, students must...

- Pay at least \$50.00 of the registration fee by check or money order made payable to Deer Creek-Mackinaw CUSD 701 (unless the technology fee has been waived or reduced by Deer Creek-Mackinaw CUSD 701 for economic hardship.)
- Sign the Technology Acceptable Use Policy
- Sign the Device Agreement (this document)

Issuance of Device and other equipment

- After the annual technology fee has been paid in full (or waived or reduced for economic hardship) the Device and adapter will be issued to the student.
- For 7th and 8th graders, Devices and adapters must be turned in by the last day of attendance. The specific date, and procedures for when and where to turn the units in will be communicated on the school website.
- When the Device and adapter are returned, they will be checked for damages, and fees assessed (if necessary) based on the schedule listed in the “Fees” section in this document.
- Failure to turn in any equipment by the specified due date will result in late fees, as described in the “Fees” section in this document.
- Students MUST turn in the Device and adapter that they received at the start of the year. Items will be treated as “missing” if they are not the number that was issued.
- Alternative items not purchased by Deer Creek-Mackinaw CUSD #701 to replace lost or stolen equipment (such as a replacement power adapter) will not be accepted, and students will be charged for the missing equipment.

Acceptable Use Policy

- Use of the Device is governed by policies listed under “Technology Acceptable Use Policy Agreement” in the student handbook. This includes information about Device monitoring.

Security, Loss or Theft

- The student is responsible for ensuring that all issued equipment is kept safe and secure at all times during the term of this agreement.
- Under no circumstances will the student leave equipment in the care or custody of any person other than the student’s parent or guardian or a Deer Creek-Mackinaw CUSD 701 staff member or administrator.
- If any equipment is lost or stolen while at school, the student shall immediately report the problem to the Main Office. If the student believes the equipment has been stolen, Deer Creek-Mackinaw CUSD 701 officials will then report the theft to the local Police Department, who will conduct an investigation,
- If any equipment is lost or stolen while off school grounds, the student and the student’s parent/guardian shall immediately file a report with local law enforcement officials and request a copy of the written incident report filed by the investigating officer. As soon as possible after reporting the Device stolen, the student will provide a copy of the police report to the Main Office, along with details about the incident and the name and telephone number of the investigating officer.
- Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a Deer Creek-Mackinaw CUSD 701-owned Device may be prosecuted to the fullest extent of the law.
- The student and the student’s parent/guardian are liable for the full replacement costs of any lost or stolen equipment, regardless of the nature of the loss.
- **A fee waiver does not exempt a student from charges for lost and damaged equipment.**

Damage

- The school will provide service for any hardware or software problem, including units that are damaged or vandalized. Depending on the situation, costs for service may be charged to the manufacturer, the school, or the student.
- In the first year of operation, the manufacturer's warranty will cover all service related to manufacturing defects and similar internal failures. In the following years, the school will cover all service that was previously covered under warranty.
- The student will be required to pay for service to repair accidental damage, intentional misuse, or other items not covered by the manufacturer or the school as explained above. Service costs will be charged as the actual cost of parts plus handling. Labor costs will be covered by the school.
- Intentional misuse will be charged at full cost to repair.
- Service for software problems will be limited to complete restoration of the software to its original state. Depending on the nature of the problem, students may not have the opportunity to save personal data from the machine before software restoration.

Fees

- Repair costs charged to the student will follow a fee schedule based on part cost. Current costs are as follows. These costs may be modified from time to time as the prices of replacement parts change.

• Screen	\$50
• Keyboard	\$25
• Battery	\$25
• Hinges	\$17
• Rubber Feet	\$5
• AC adapter	\$25
• Chromebook Sleeve	\$10
• Back LCD cover (damaged or marred)	\$36
• Touchpad (damaged or marred)	\$25
• Excessive cleaning (hard-to-remove substances on Device)	\$25
- The Deer Creek-Mackinaw CUSD 701 may, at its sole discretion, choose not to issue a replacement Device, for any reason. The decision not to issue a replacement Device shall not excuse the student and the student's parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued Deer Creek-Mackinaw CUSD 701 Devices, given that those fees are intended to help offset the actual cost to the Deer Creek-Mackinaw CUSD 701 of repair or replacement of the Deer Creek-Mackinaw CUSD 701's property.
- Late fees will be charged for any equipment that is not returned by the specified return date. Late fees accrue at the flat rate of \$5 per day, regardless of which items are not returned. The maximum late fee charged will be equal to the replacement cost of the non-returned equipment.

Student / Parent Handbook & Device Agreement

Please Print All Information

Student Name

Last Name

First Name

Parent/Guardian Name

Last Name

First Name

Signatures

By signing this form, the student and the student's parent/guardian certify that they have carefully read, understand, and accept the preceding terms and conditions, which will govern the student's possession and use of a Device computer issued to the student by the Deer Creek-Mackinaw CUSD 701. The student and the student's parent/guardian also certify that they will comply with these terms at all times during the term of this agreement.

Student Signature:

Date:

Parent/Guardian Signature:

Date: