



**Baldwin-Whitehall School District
1:1 Chromebook Handbook
2026-2027**

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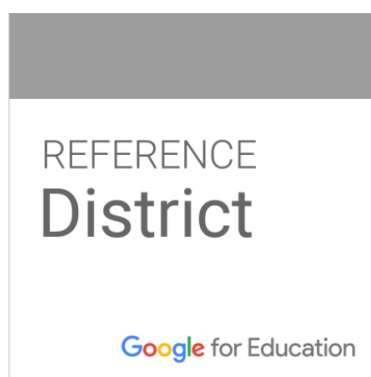
Introduction to One-to-One Technology Integration

Baldwin-Whitehall School District continues to prepare its students with 21st-century trends in education. This year, we will begin our sixth year of 1:1 integration of technology, where every student in grades K-12 will receive a Chromebook for learning. This initiative will help to ensure we graduate students who can work digitally, collaborate meaningfully, and communicate in connected real-world ways. During the 2017-2018 school year, the district was recognized as a Google Reference District, making it one of approximately 148 schools nationwide to receive this recognition for its use of Google Workspace for Education.

Baldwin-Whitehall 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 Workplace for Education Plus and its features. Google offers thousands of educational apps that teachers and students can use. When students sign into Google Chrome with their *bwschools.net* 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 secure cloud-based apps like Google Drive. Chromebooks automatically update their OS, ensuring they remain current with the latest updates.

This handbook outlines the District's expectations, for students in grades K-12, regarding proper handling of Chromebooks, describes students' responsibilities and ways they can best take care of the devices, and includes an agreement for students and their parents, including an option for a Device Protection Plan. Understanding and abiding by this agreement is necessary to provide the best use of Chromebooks to our students. Its regulations, along with the District policy on Internet Acceptable Use and Student Handbooks, provide safeguards to ensure students have a positive experience, in a 1:1 environment.



Canvas Learning Management System

The Baldwin-Whitehall School District uses the Canvas Learning Management system for students in grades K-12. Canvas allows our teachers to build upon their work using Google Workplace for Education and utilize these resources in a true learning management system that will meet the needs of students, teachers, and families. Please reference the District's website and information shared by your student's teachers for more detailed information about Canvas.



Student Access to Canvas: bwschools.instructure.com

Students should use their Gmail usernames and passwords.

Family Access to Canvas: bwschools.instructure.com/login/canvas

Family Observers will receive directions to access student information

Chromebook Loan Agreement

A Chromebook and accessories in good working order are being loaned 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 Baldwin-Whitehall School District and is loaned to the student for educational purposes only. The student may not deface, vandalize, 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 the use of the Chromebook. **The Chromebook must be returned when requested by the Baldwin-Whitehall School District. Additionally, the Chromebook must be returned if a student's enrollment status changes and/or if the student withdraws from the District before the end of the school year.**

The District property may be used by the student only for non-commercial purposes, by District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

Students may install Chrome apps from the **District-approved app store**. However, personal apps, videos, photos, and game data may be deleted if additional storage is needed for District apps and documents or if the device is not working as intended.

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 Baldwin-Whitehall School District network is provided for the academic use of all students and staff. The student agrees not to take 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 the IT support staff for replacements.

Each student is issued a school-licensed Gmail account. This account will be used to access the G Suite resources as well as the student's email account. The user name for each student follows this format: **student's year of graduation last name first** initial@bwschools.net.

Example: Ben Jones, who is a senior, will have the user name: 27jonesb@bwschools.net.

Email accounts should only be used for appropriate academic communication with other students and staff members. Communication with anyone outside of the District should be strictly for academic purposes.

The student agrees to use his or her best efforts to ensure that the District property is not damaged or rendered inoperable while in the student's possession.

What Is a Chromebook?

Chromebooks are devices that run Google's Chrome OS. These machines are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud. Students will be able to access Google Classroom and school email from anywhere they have an Internet connection.



All students in grades K-12 will be issued a Chromebook. To learn more about the various models, please click on the appropriate model name below.

[Asus CR11](#)

[Asus CR12](#)

Click on the image below to watch a video about Chromebooks.



Responsibilities

Student Responsibilities:

The Chromebook is an important learning tool and is to be used for educational purposes only. 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 Baldwin-Whitehall 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, exposing it to water, 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 as I am personally responsible for the device assigned to me.
- I will not remove or attempt to remove District-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly to have a full charge at the start of every school day.
- I understand that if I leave my Chromebook at home or if I 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 required to bring the device in to verify my possession and condition of the Chromebook. Failure to do so may result in disciplinary action from my principal or a phone call home.
- 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 I will not share them with anyone. I will contact the building's technician if I have a password issue.
- I will not attempt to repair the Chromebook. If it is not working properly, I will notify IT support staff, teachers, or administrators.
- I will bring the Chromebook to the IT support staff or an administrator if it needs repair. Upon inspection, if the Chromebook needs repair, the student's record will be checked, and a loaner may be provided if the student is eligible, a device is available, and appropriate fees will be charged to the student if needed.

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 monitor my child's use of the Chromebook at home, including the use of the Internet and email correspondence.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- 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 I will not attempt to delete any District software.
- I will make sure my child charges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every day.
- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the Baldwin-Whitehall School District.

Parents may wish to refer to [Common Sense Media's](#) resources related to electronic device use at home, including but not limited to, device-free dinners, screen time, social media, and popular apps.

Use and Care of Your Chromebook

- **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 charged Chromebooks to class. 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 for bringing your Chromebook to all classes unless specifically instructed to do otherwise by your teacher or an administrator.
- **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.
- **Makeup work is a must.** 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 an administrator may request that you bring the device into school to verify the possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class may be cause for disciplinary action.
- **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.
- **Do not take images, video, or audio without the subject consent and the school staff's 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.

- **Obey copyright.** Individually purchased, legal, and 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 offenses and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and may lead to disciplinary action.
- **Abide by media content expectations.** Students and their parents shall work in conjunction 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 NC-17, 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.
- **Keep browsing safe and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the District's Internet filter, by all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy and are in violation if they access sites through proxies or otherwise circumvent the school filter. It is the parents' and guardians' responsibility to monitor students' Internet access at home. For more information on Internet safety, apps, and ratings, please check the guides provided by [Common Sense Media](#).
- **Turn down the volume and use 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 your teacher's discretion.
- **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.
- **Avoid eating and drinking while using your Chromebook.** Doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car, or any unsupervised area.
- **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 must be avoided.

- **Notify IT 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 cloth. To submit a student help desk ticket, please visit: the [Student Help Desk](#).
- **Limit damage.** More than one occurrence of loss, theft, or damage in 30 school days will be interpreted as neglect. More than two occurrences of loss, theft, or damage during the school calendar year will be addressed by an administrator.

No Expectation of Privacy

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

Monitoring Software

School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at any time.

Files Downloaded onto Chromebooks

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

Help Desk for Students

If students or family members supporting students encounter an issue with their Chromebooks, simply click this link to access the [help desk](#). A technician from the student's school will be in touch with the student or family member to provide support.

Chromebook Repairs

When a student's device needs service or repair the student, student's teacher, or parent can submit a request for service through the [Student Helpdesk](#) form. After submitting a repair request, the student will be called to the Tech Office. With the teacher's permission, students may also stop by the Tech Office between classes. Once the student arrives, the building technician will inspect and

assess any damage or concerns. If needed, a temporary loaner device will be provided, though it may not be the same model as the student's current device. All repairs and loaner decisions are made at the technician's discretion. If necessary, a Damage Report will be issued, and appropriate fees will be charged to the student. **Please note: the District does not upcharge any part required for repair or replacement. Students will be charged based on the current market price for replacement parts.**

All damage for loaner devices will be assessed by the building technician and billed accordingly. Damage reports are kept on record from year to year and will follow the student from building to building. The student/family is responsible for these payments in a timely manner. At the time of graduation, diplomas may be held by the counseling department if there are any outstanding obligations, such as unpaid Chromebook damage bills, lost or damaged textbooks, library books, calculators, or other materials.

Chromebook Loaner Device Policy

It is the student's responsibility to bring their device to school fully charged each day. To ensure it's ready for use, students should charge their devices nightly. If a student forgets their Chromebook at home, they may visit the Tech Office or Main Office in their building to borrow a loaner device. Please refer to the chart below for the specific locations where loaner Chromebooks are available.

Loaner Carts	
BHS	Tech Office
HMS	Main Office
LES	Main Office
WES	Main Office
MES	Tech Office

Each building has a limited number of devices available for loan, which are distributed on a first-come, first-served basis. Chargers will not be loaned out for charging devices at school. If a student needs to charge their Chromebook, they can drop it off at the Tech Office or a designated charging location for a class period. Students may bring their chargers to use in class but are advised not to lend them to others. If a student loses their charger, they should visit the Tech Office to receive a Damage Report. A new charger will be issued once the payment of \$29.95 (or current vendor price) is received. **The District strongly advises against purchasing chargers from unauthorized sources like Amazon, eBay, or discount stores, as these may damage our equipment. The District does not upcharge any part required for repair or replacement.**

If a student repeatedly borrows devices within the same week, they will be asked to bring in their district-issued device and show it to a building technician. Failure to present the device may result in being denied further loans until the device is found, and a Damage Report may be issued for a lost device.

Please note that loaning services will not be available during the first and last weeks of the school year.

Charging Stations	
BHS	Tech Office
HMS	N/A
LES	LGI 1, 2, & 3
WES	Tech Office
MES	N/A

Incident Assessment Chart

The District does not upcharge the price of parts for damaged Chromebooks. Fees are assessed based on the current market value of equivalent replacement parts.

Incident	Action(s) Necessary	Cost
Accidental Damage 1st Instance	The broken device must be brought to the Tech Office in your student's building for the damage to be accessed. A Chromebook Damage Report will be completed by the building's technician. Depending on the severity of the damage, a loaner device may be issued.	Insurance Purchased No cost for the damage. No Insurance Purchased Cost of the replacement parts for the damage.
Accidental Damage 2nd Instance More than one (1) occurrence of loss, theft, or damage in 30 school days will be interpreted as neglect .	The broken device must be brought to the Tech Office in your student's building for the damage to be accessed. A Chromebook Damage Report will be completed by the building's technician. Depending on the severity of the damage, a loaner device may be issued; however, the loaner device may be required to stay at school.	Insurance Purchased Since insurance was already used for the school year, the cost will be for the replacement parts for the damage. No Insurance Purchased Cost of the replacement parts for the damage.
Accidental Damage 3 or More Instances More than two (2) occurrences of loss, theft, or damage during the school year will be interpreted as neglect .	The broken device must be brought to the Tech Office in your student's building for the damage to be accessed. A Chromebook Damage Report will be completed by the building's technician. Depending on the severity of the damage, a loaner device may be issued; however, the loaner device may be required to stay at school.	Insurance Purchased Since insurance was already used for the school year, the cost will be for the replacement parts for the damage. No Insurance Purchased Cost of the replacement parts for the damage.
Intentional Damage/ Neglect	With the notification of Intentional Damage or Neglect from district faculty (teachers, security, principals, etc.), an investigation will be conducted by the building administration. A Chromebook Damage Report will be made to the responsible parties involved and a discipline report will be completed. The broken device must be returned to the Tech Office for inspection. Applicable board policies and/or school building policies will be followed regarding appropriate discipline for damage to school property.	Cost of the replacement parts for the damage

Loss/Theft Unless the person(s) responsible are identified, the incident will be considered a total loss	In the case of a missing Chromebook, a report must be made immediately to the building's technology staff. In the event of theft, a police report must be filed with a school district police official and/or community police department where the theft took place. A replacement device will be issued and a Chromebook Damage Report will be completed and signed by technology staff, the student, and an administrator.	The total replacement cost of the devices used by the District ranges from \$209 - \$387.74 depending on the model assigned to the student or the current market value for a new replacement device.
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Procedures for Damages Not Covered

1. Did not purchase annual Device Protection Plan
 - a. The Student will bring the damaged device to their school's Tech Office for assessment as soon as possible following the incident.
 - b. The Technology Department will assess the damage and will complete the Damage Report.
 - c. The Student will sign the completed form. A copy of the signed form will be emailed to the parent's email address listed in Skyward. A paper copy of the Damage Report and payment directions will also be given to the student.
 - d. A record of the invoice and any payments received will be recorded at the building level and will be listed as an obligation of the student, until the cost of the repair is paid in full.
2. Device Protection Plan purchased but repair not covered; Chromebook determined to be lost, stolen, vandalized, neglected, or has multiple accident claims.
 - a. The Student will bring the damaged device to their school's Tech Office for assessment as soon as possible following the incident.
 - b. The Technology Department will assess the damage and will complete the Damage Report.
 - c. The Technology Department will provide a written explanation of why the damage was not covered by the Device Protection Plan.
 - d. The Student will sign the completed form. A copy of the signed form will be emailed to the parent's email address listed in Skyward. A paper copy of the Damage Report and payment directions will also be given to the student.
 - e. A record of the invoice and any payments received will be recorded at the building level and will be listed as an obligation of the student, until the cost of the repair is paid in full.

Technology Protection Plan

Our district offers a Chromebook protection plan to every family. It is completely optional for families to opt-in to the protection plan program. The plan is to be purchased annually (each school year). Price ranges are below:

Partial semesters/years are not refundable.

\$30.00 - For 1 student in the District

\$50.00 - For 2 students in the District

\$80.00 - For 3 or more students in the District

While the protection plan only covers one incident of damage, the plan may be purchased again within a week of receiving the new device or repaired device. More information can be found on the signature on **page 17** of this document.

Parent/Guardian and Student Chromebook Signature Page

TO BE COMPLETED, SIGNED, AND RETURNED BEFORE RECEIVING YOUR EQUIPMENT

Student Information

Last Name _____ First Name _____ MI _____

Building _____ Student ID # _____ Grade _____ Graduation Year _____

Parent/Guardian Information

Last Name _____ First Name _____

• I have read and reviewed the Baldwin-Whitehall School District Internet Acceptable Use Policy and the Chromebook Handbook with my child. I will follow all 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 IT support staff or administration in case of damage, theft, vandalism, or loss of a device within 24 hours; further, I will file a report with local police or school police officer in case of theft, vandalism, or loss of device within 48 hours.

• I agree to return the District Chromebook, power adapter, cord, and any accessories provided by the District in good working condition when requested by the District if my child is removed to an alternative education placement, or withdrawn from Baldwin-Whitehall School District.

Parent/Guardian and Student Agreement

I, _____, (print parent's/guardian's first/last name) agree to the following:

- I have read the Baldwin-Whitehall School District Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the policies and regulations included in 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 of this agreement may be cause for the removal of his or 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 that 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 I have the option to purchase a Technology Protection Plan, good for one accidental incident, per school year (\$30 annual fee or tiered fee for more than one student per family).
- 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.

I understand that the Chromebook is considered to be a school-issued resource much like a textbook or a graphing calculator. If my student fails to return to the District the Chromebook, power adapter, cord, and accessories provided by the District when asked to do so, enrolls in an Alternative Education program, or upon termination of enrollment in the Baldwin-Whitehall School District, 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 similar to any other financial obligation owed to the District.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Technology Protection Plan Signature Page

Please read this entire document to determine if this program is needed for you and your child's protection against damage of the loaned Chromebook equipment in your care. Please refer to the Incident Assessment Chart to see how the whole plan, charges, and incident reporting work. **This form must be completed and marked YES or NO before the Chromebook will be provided to the student.**

Coverage and Benefit

This agreement covers the Chromebook loaned to the student against a single incident of accidental damage. The following items are **not** covered.

1. A Chromebook that is lost or stolen
2. Damage caused by negligence, neglect such as leaving it outside or in an automobile, by food or drink, caused by pets, rough handling, and excessive sliding across rough surfaces.
3. Intentional misuse.
4. More than one accidental incident, including more than one broken screen or accessory.

Effective and Expiration

This coverage is effective from the date this required form and premium payment are received by the District through the end of the school year.

Premium

The total premium cost is \$30.00 annually. Partial semesters/years are not refundable.

For families with two students, the total premium cost is \$50.00 annually.

For families with three or more students, the total premium cost is \$80.00 annually.

It is agreed and understood that:

- The Protection Plan is offered to all students.
- Participation in the Protection Plan is voluntary.
- A separate signed application will be needed for each Chromebook covered.

It will be the right of the administration to determine whether damages were due to negligence or accidental. The administration will review all damages determined to be caused by misuse or negligence and will assess if the student's continued privilege of taking the Chromebook to and from school will remain. Parents/guardians may not substitute homeowners or other personal insurance in place of the District's Protection Plan. **PLEASE COMPLETE: (print).**

Last Name of Student

First Name

Home Phone

Address

Student ID #

Grade

Graduation Year

_____ YES, I would like to participate in the Device Protection Plan. (Methods accepted: Check or [e-Funds](#))

_____ NO, I decline the Device Protection Plan service at this time, and **I understand that I am responsible for 100% of any damage or loss to the loaned Chromebook.** Depending on the model, the current replacement cost of a Chromebook, power adapter, and cord is between \$209.00 and \$387.74.

Parent/Guardian Signature

Date

Student Signature

Date

FOR INTERNAL USE ONLY:

Date Paid _____

Recorded by _____

Check Number. _____ e-Funds _____ Amount: _____

Directions to Pay for the Optional Technology Protection Plan Using ParentSquare

You can use the ParentSquare electronic payment system, ParentSquare Pay, to pay for the optional technology protection plan for your student annually. If you do not have a ParentSquare account, you can create your ParentSquare account using the email address listed for you in Skyward. To get the most out of ParentSquare, we encourage you to download the free mobile app, available for iOS and Android. You can also access ParentSquare from your web browser at www.parentsquare.com.

Once logged into the ParentSquare, find the Post related to Chromebook Protection Plan.

Directions can be found here with screenshots of the website and mobile application to guide you through paying for the protection plan.

https://parentsquare.zendesk.com/hc/en-us/articles/115001819663-How-to-Make-a-Payment-or-Invoice#h_01K72H7RB04K5C7ZC37VF94RKM



Baldwin-Whitehall School District Chromebook Damage Report

Please make checks payable to the Baldwin-Whitehall School District.

Electronic payments are accepted through e-funds at the site:

<https://payments.efundsforschools.com/v3/districts/55326>

Student's Name: _____

Student ID #: _____ Chromebook Asset Tag #: _____

Building: _____ Grade: _____ Grad Year: _____ Date: _____

Description of Damage (*include how the damage occurred*):

Current Cost of Repair: _____ Use Insurance?: Yes No

Student's Signature: _____

Parent's/Guardian's Signature: _____ Phone #: _____

Official Use Only:

Protection Plan Purchased: YES NO

Damage Covered: YES NO

If NO, rationale:

Resolution / Action Taken:

Signature of IT Personnel: _____ Date: _____

Administrator's Signature: _____ Date: _____

Suggestions for Student Use of Electronic Devices at Home

Cyber safety is an important parent/guardian-child discussion to revisit frequently with students of all ages. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of technology devices.

Set expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents/guardians aren't watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents/guardians wouldn't approve of, such as videos or pictures, hate sites, celebrity gossip, reality TV, personal blogs, and more, all of which may influence your child. Understand that your child's use of many technologies (such as iPods, video game systems, and cell phones) likely gives your child the ability to connect to unfiltered public wireless networks (such as local businesses, by picking up a neighbor's wireless signal, or connecting to the Internet through cell phone service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectations for appropriate use and behavior.

Monitor & limit screen time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but it also has the potential to be a big distraction. Help your child learn to focus on completing tasks or assignments first before spending time on games, shopping, and social networking. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

Put the electronic devices to bed, but not in the bedroom

Parenting experts suggest parking all technology devices - from cell phones and video games to iPads and laptops - in a common spot overnight to discourage late night, unmonitored use, and sleep disruption. Don't allow your child to sleep with the iPad, laptop, or cell phone.

Make a place for electronic devices to charge

Since your child's device is expected to be fully charged and ready for school each morning, we recommend having a family charging station/location. Charging the device in a consistent location helps establish the routine of charging and gathering the device for school each day.

Discounted Internet Access

Several options exist for students and parents to gain access to the internet from a variety of providers. Please visit any of the links below from your smartphone to sign up.

Comcast Internet Essentials

<https://www.xfinity.com/learn/internet-service/internet-essentials>

<https://hotspots.wifi.xfinity.com/mobile/?nc>

Spectrum

<https://www.spectrum.com/browse/content/spectrum-internet-assist.html>

T-Mobile

<https://www.t-mobile.com/brand/project-10-million>

Verizon

www.verizon.com/support/residential/account/manage-account/lifeline-discount

USAC

<https://www.fcc.gov/consumers/guides/lifeline-support-affordable-communications>

How to turn your phone into a hotspot (be sure to check with your cell phone provider regarding possible charges)

<https://www.pcmag.com/how-to/how-to-turn-your-phone-into-a-wi-fi-hotspot>