



# Pajaro Valley Unified School District

## 1:1 Chromebook Program

### Chromebook Procedures and Information for Students and Parents

The focus of the Pajaro Valley Unified School District Chromebook program is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

#### Table of Contents

Use of Technology.....	2
Ownership.....	2
Educational Use .....	3
Rights and Responsibilities.....	3
Chromebook Care.....	4
Consequences for Misuse.....	4
Digital Citizenship.....	

## Chromebook Protection

Plan.....	5
Chromebook	
Agreement.....	6
Protection Plan	
Agreement.....	7

## Use of Technology

This document provides students and their parents/guardians who are issued Chromebooks with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. The last page is a Chromebook Agreement form for parents and students to complete.

*Students and parents/guardians are reminded that use of school technology is a privilege and not a right and that everything done on any school-owned computer, network, resource, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology can result in limited Chromebook use, disciplinary consequences, and/or legal action. To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Pajaro Valley Unified School District Acceptable Use Policy.*

## Ownership

PVUSD retains sole possession of the Chromebook. Students will be issued a Chromebook by the school at the beginning of the school year and return it one to two weeks prior to the end of school, along with the charger. School staff and administration retain the right to collect the Chromebook at any time.

### Receiving your Chromebook:

It is highly recommended that incoming students and their parents attend a Chromebook orientation at the beginning of the year. Parents and students must sign and return the Chromebook Parent/Student Agreement documents before the Chromebook can be issued to their child. Please review this Chromebook Agreement form carefully every year.

### Returning your Chromebook:

**End of year:**

During the last month of school students will be required to check in their Chromebook with all accessories (chargers and cases). Failure to check in a Chromebook will result in the student being charged the full replacement cost if they do not have insurance.

**Transferring/Withdrawing Students:**

Students who leave school prior to the end of the year must turn in their Chromebook and all accessories (chargers and cases) on their last day of attendance. Failure to return a Chromebook will result in the student being charged the full replacement cost if they do not have insurance..

**Unpaid fines:**

Students will be required to pay any outstanding fines prior to promotion to another school or graduation from high school. Students who transfer to another school in PVUSD will not be checked out any educational material until unpaid fines are resolved.

## Educational Use

**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 Chromebook. Students are responsible to bring their Chromebook to class, unless specifically instructed not to do so by their teacher.

**Chromebooks Left at Home**

If students leaves their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.

**Charging Your Chromebook's Battery**

Chromebooks must be brought to school each day with at least a 50% charge. Students need to charge their Chromebooks at home each night.

**Chromebook Undergoing Repair**

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair. There may be a delay in getting a Chromebook loaner should the school not have enough to loan.

## Rights and Responsibilities

**Screensavers/Background photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and/or gang related symbols or pictures will result in disciplinary actions.

**Network Connectivity**

The PVUSD makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data. Students may use wireless network connectivity when off the school campus.

**Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

**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, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, hallways, and school buses. Any Chromebook left in these areas is in danger of being damaged or stolen.

# Chromebook Care

## Carrying Chromebooks

Chromebooks should always be within the provided protective case. If a chromebook is damaged without its protective case the insurance will not cover the damage.

## Screen Care

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

- Do not lean on the top of the Chromebook when it is closed as this could break the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Never use liquids of any type.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it could break the screen and could damage internal parts.

## General Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebooks that malfunction or are damaged must be reported to the school immediately. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally.
- Chromebooks that are stolen must be reported immediately to the school office and the Watsonville Police Department.
- Students will not change the Chromebook settings, including network settings (exceptions include personal settings such as font size, brightness, etc.).
- Students will not attempt to gain access to other student’s accounts, files, and/or data by any means.
- Students are allowed to add additional wireless networks when off school property.

## 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 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.

# Consequences for Misuse

Students who repeatedly violate the terms of this agreement are subject to consequences deemed appropriate by the school administration. Serious violations may result in student’s temporary or permanent loss of Chromebook privileges, or suspension. Lost or stolen chromebooks must be reported to school site within 2 weeks with a police case number.

Fines:

Students will be fined for the following incidents/missing items:

- Charger - G5EE or G4 EE - \$40

- Case - \$25
- Keys - \$5 per key up to 4. More than 4 = insurance coverage.
- Stickers - \$1 per sticker that can be removed
- Stickers - \$5 per sticker that can't be removed

## Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by following these guidelines:

### Respect Yourself

Show respect for yourself through your actions. Select online names that are appropriate, use caution with the information, images, and other media that you post online. Carefully consider what personal information about your life, experiences, or relationships you post. Act with integrity.

### Protect Yourself

Ensure that the information, images, and materials you post online will not put you at risk. This includes not publishing personal details, contact details, or a schedule of your activities online. Report to a teacher or parent any attacks or inappropriate behavior directed at you while online.

### Respect Others

Show respect to others. Do not use electronic mediums to antagonize, bully, or harass, people. Choose wisely the websites you visit: do not visit sites that are degrading to others, pornographic, racist, or inappropriate.

### Protect Others

Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.

### Respect and Protect Intellectual property

Request permission to use copyrighted or otherwise protected materials and the media that others produce. Cite all use of websites, books, media, and all primary sources. Validate information. I will use and abide by the fair use rules.

## Chromebook Protection Plan

The student and parent may be held financially responsible for replacement and/or repair of a device, if damage/loss is deemed by Pajaro Valley Unified School District to be the fault of the student.

Purchasing a protection plan for your student is **highly recommended**. Any insured Chromebook that is damaged unintentionally\* will be repaired or replaced at no cost. Chromebooks that are lost or stolen are also covered when a police report has been filed. Note that if a student must receive a second Chromebook, this new device will have to be insured again for another \$25. *Lost chargers are not covered under the protection plan, nor are the cases.*

Parents who choose not to purchase a protection plan understand that by not doing so, **they are fully responsible** for the cost of repair or replacement of the Chromebook (up to \$230) if it is damaged, lost, or stolen.

*\*Chromebooks that are intentionally damaged will not be covered even if students have purchased the protection plan.*

## PVUSD Chromebook Parent/Student Contract : 2019-2020

**Students and parents:** please read and initial each of the boxes below to receive a Chromebook.

Student Initials		Parent Initials
	I will follow the policies outlined in the Chromebook Agreement and the Acceptable Use Policy while at school, as well as outside the school day.	
	I will bring my charged Chromebook in its case to school every day.	
	I will use my Chromebook in ways that are appropriate and educational, and meet Pajaro Valley Unified School District's expectations.	
	I agree to return the District Chromebook, case and power cords in good working condition when requested by my teacher or district staff.	
	I will not take Pictures, video, and audio recordings of any student or staff member without their permission.	
	I will not take Pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.	
	I will keep food and beverages away from my Chromebook since they may cause damage to the device.	
	I will be safe online, never giving out personal information. I will not share my password with anyone besides my teachers and parents.	
	I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the PVUSD.	
	If I see inappropriate material that makes me feel uncomfortable or is not respectful, I will tell my teacher or principal right away.	
	I will be responsible for all damage or loss caused by neglect or abuse.	

*When signed by the student and his/her parent or guardian, this document becomes an agreement between you and the Pájaro Valley Unified School District. It also acknowledges that parent and student have received and agree to abide by the terms in the **PVUSD Chromebook Handbook and Parent/Student Agreement**.*

Student Name (Please Print): \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Chromebook Protection Plan

The student and parent may be held financially responsible for replacement and/or repair of a device, if damage/loss is deemed by Pajaro Valley Unified School District to be the fault of the student.

Purchasing a protection plan for your student is **highly recommended**. Any insured Chromebook that is damaged unintentionally\* will be repaired or replaced at no cost. Chromebooks that are lost or stolen are also covered when a police report has been filed. Note that if a student must receive a second Chromebook, this new device will have to be insured again for another \$25. After the second instance of using the chromebook insurance in a year, the student will no longer be eligible for district insurance for the rest of the school year. *Lost chargers or chromebook cases are not covered under the protection plan.*

Parents who choose not to purchase a protection plan understand that by not doing so, **they are fully responsible** for the cost of repair or replacement of the Chromebook (up to \$230) if it is damaged, lost, or stolen.

*\*Chromebooks that are intentionally damaged will not be covered even if students have purchased the protection plan.*

A portion of the funds collected for insurance will be used for the Chromebook Care Incentive program.

- ☐ **Yes**, I would like to purchase a protection plan for my child for \$25.
- ☐ **No**, I would not like to purchase a protection plan at this time. I understand that by not doing so, **I am fully responsible** for the cost of repair or replacement of the Chromebook (up to \$230) if it is damaged, lost, or stolen.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chromebook Serial Number: \_\_\_\_\_

Chromebook Asset Tag: \_\_\_\_\_