



Patrick County Public Schools Digital Conversion

Chromebook Student Handbook 2019-20

**Patrick County Public Schools
P.O. Box 346
Stuart, VA 24171
www.patrick.k12.va.us**

Chromebook Loan Agreement

The use of a Chromebook and AC Power Adapter in good working order are being provided 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.

Ownership: This equipment remains at all times the property of Patrick County Public Schools and is lent to the student in support of educational purposes. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to use of the Chromebook.

Equipment Return: The equipment must be returned when requested by Patrick County Public Schools. A report of stolen property will be filed with the local law enforcement agency for any equipment not returned to the school division.

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

The student may not make or allow others to make any attempts to add, delete, access, or modify division owned information on any Chromebook or any school owned computer.

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. Additional stickers, labels, tags, or markings of any kind are not to be added to the device. Static stickers may be utilized.

Each student is provided with a Patrick County Public Schools student email address to use for appropriate academic communication with other students and staff members only.

The student agrees to use best efforts to assure that the division property is not damaged or rendered inoperable by any electronic virus while in the student's possession.

What is a Chromebook?

Chromebooks are laptop digital devices which run the Chrome Operating System by Google. They are essentially a web browser with a keyboard and screen, and are designed to be used to connect to the Internet where applications are run and data is kept. Because of the reduced hardware requirements they are relatively inexpensive in comparison to traditional laptops and PCs. Patrick County Public Schools determined that a Chromebook used in conjunction with Google Apps for Education provides its students the technical functionality needed to support our instructional objectives.

Responsibilities

Student Responsibilities:

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

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Patrick County Public Schools, particularly the Chromebook Student Handbook and the Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members.
- I will not remove division-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly so that it has a full charge at the start of school every day.
- I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for getting course work done as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook. After 10 days of borrowing a loaner Chromebook the student will become a day user for six weeks. Parents will be notified after 5 days.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair the Chromebook. If it is not working properly, I will notify IT support staff, teachers, or administrators. A Chromebook needing repair should be brought to the library.
- I will bring the Chromebook to IT support staff if it needs repair. If it does need repair, the student's record will be checked, a loaner may be checked out if the student is eligible and a device is available. If it is determined that needed repair is due to intentional damage or neglect, the student will subsequently be informed.

Parent/Guardian Responsibilities:

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

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

Parents are encouraged to talk with their children about the appropriate use of the Internet. Parents may find the following resources helpful:

1. Netsmartz: <http://netsmartz.org/Parents>
2. Common Sense Media: <https://www.common Sense Media.org/blog/digitalcitizenship>

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 Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
- **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.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request that you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook 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.
- **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your Chromebook, however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the division's Internet Acceptable Use Policy and leads to disciplinary action.
- **Keep browsing safe and through the school filter.** The division's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the division's Internet filter, in accordance with 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. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
- **Leave the division-loaded apps on your Chromebook.** Do not delete any division-loaded apps, folder, 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.** Eating and drinking while using your Chromebook puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
- **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.
- **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 or slightly damp cloth.
- **Notify Administration if your Chromebook is stolen.** Devices reported as stolen outside of school require that parents notify police and send an official police report to their school administration. Theft on grounds is to be reported to school administration.

No Expectation of Privacy

Students should not have any expectation of privacy or confidentiality with regard to any usage of a school owned Chromebook, regardless whether the usage happens for school-related purposes or not. At any time, without prior notice of consent, the division may access, supervise, view, monitor, log, and record student use of Chromebooks for any reason related to the operation of the division. From time to time, the division may conduct random checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

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

Files Downloaded onto Chromebooks

All images, documents, files, and apps downloaded onto the Chromebook become the property of Patrick County Public Schools as allowable by law.

Google's Privacy Policy

Google's Privacy Policy is found online at <http://www.google.com/intl/en/policies/privacy>. Note that all usage of the Chromebook is tracked by Google including network location and user identification.

Impact on Open Device Environment

In past years, Patrick County High School students have been allowed to use their personal electronic devices provided they only use the school division's guest wifi. We will continue to offer this privilege unless the service is abused. Each student should limit one device connected to the wifi at any given time.

By signing the Chromebook Agreement both the student and the parent agree that all use of electronic devices on school property, whether personal or school-issued and whether utilizing the division's network access or a personal data plan, must comply with the standards of decency and appropriateness outlined in the division's Acceptable Use Policy and Standards of Student Conduct. Inappropriate, vulgar, or offensive language and comments made electronically by students who are at school during the school day will be subject to school disciplinary action.

Insurance and Warranty Coverage

The Chromebook User Fee charged to every student who receives a school issued Chromebook includes an Accidental Damage Protection (ADP) plan. This plan covers the following:

Insurance Coverage (Unlimited Incidents):	Warranty Coverage (Unlimited Incidents):
Accidental Damage – includes drops/cracked screens/liquid spills	Manufacturing Defect
Liquid Submersion	Mechanical Failure
Theft (Requires Police Report)	One battery replacement per device
Fire/Flood	
Vandalism	
Natural Disasters	
Power Surge Due To Lightning	
Burglary/Robbery	

Lost, Stolen or Intentionally Damaged Device and Accessories

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Lost Item	Replacement Cost (as of 6/1/2019)
Lost Chromebook	\$210.00
Lost Power Cord	\$25.00