

Perry Local Schools



Student/Parent Laptop/Chromebook Handbook

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District Technology Philosophy

- We believe access to technology is important for everyone in order to enable collaboration and promote student communication and independence.
- We believe technology enhances instruction when it is regularly integrated throughout the learning process.
- We believe technology enhances instruction when skills, tools and products are appropriately aligned with learning goals.
- We believe technology enhances instruction by providing opportunities for timely formative feedback.
- We believe technology enhances research-based instruction and best practices when used intentionally.
- We believe technology should be differentiated for student use through appropriate products that support learning and student choice.
- We believe technology integration requires professional development that includes direct instruction and time to explore products and skills.

Student’s Technological Rights and Responsibilities

Technology Obligations

Just as students are required to use classroom textbooks, print materials, lab equipment, and other instructional resources, all students will need the laptop/Chromebook to be successful and prepared participants in our schools. Students may not opt out of the program. Students who have a medical necessity or IEP requirement for alternative equipment will be assigned an appropriate device based on their individual needs.

As part of the Perry Local School District’s One2One initiative, all students and parents must sign a **Student/Parent Laptop/Chromebook Policy & Acceptance Receipt** (Attachment A of this handbook). This agreement verifies that all students/parents have read and understand the **District’s Acceptable Use Policy** (Attachment B of this handbook) and has filled out the **Optional Insurance Protection Form** (Attachment C of this handbook).

Student device distribution and return

- Devices will be distributed each fall at scheduled pick-up days and on designated grade level days that will be announced by the building/s.
- Devices will be labeled in a manner specified by the district. Devices can be identified in the following ways:
 - Student name and identification number
 - Recorded serial number

- Students and parents must sign and return the **Student/Parent Laptop/Chromebook Policy & Acceptance Receipt**, the **District Acceptable Use Policy**, and **Optional Insurance Protection Form** before the device and case will be issued to the student.
- Devices must be returned prior to the end of the school year at the direction of the district and the building/s. During the summer the devices will be updated, cleaned and minor repairs done if needed. Some students may need the use of their device for summer programming. Students will need to obtain permission from the tech department to keep their device past the building turn-in date.
- Devices, chargers and cases provided by the district must be returned in good working condition. Should any of the equipment be damaged, the student may be charged in accordance with the Student/Parent Laptop/Chromebook Handbook, Damage/Loss/Theft /Returns expectations.
- Students who graduate early, withdraw, are suspended, expelled, or terminate enrollment at Perry Local Schools for any reason must return their laptop on the date of termination. Failure to return the laptop and accessories under any of these circumstances will result in the district withholding the student records and may result in a theft report being filed with the Perry Township Police Department.
- New students or students who transfer in will have a device and case issued to them once students and parents sign and return the **Student/Parent Laptop/Chromebook Policy & Acceptance Receipt**, the **District Acceptable Use Policy**, and **Optional Insurance Protection Form**.

Damage/Loss/Theft/Returns

- If at any point during the school year there is damage, loss, or theft of a laptop/chromebook (or any accessories), the student must report the incident to the Technology Department. All reports will be investigated and addressed on a case by case basis and damages will be assessed based on the Student/Parent handbook and Damage/Loss/Theft/Returns policy.
- If a device is **stolen**, a report of theft must be reported to the Building Principal and Technology Department. **The student and parent must file a police report with the Perry Township Police Department and a copy of the record must be provided to the school.** Perry Local Schools will assist the Perry Police in an attempt to recover the device and a loaner device will be provided to the student in the meantime. If the device is not recovered, a permanent replacement will be provided. If the student/parent has chosen to take advantage of the Worth Ave. Group insurance plan, there will be no cost to the student/parent. If the student/parent did not choose the optional insurance, the student/parent will be responsible for the entire cost of the replacement device.
- Deliberate damage will be referred to the building principal and will be handled per the student handbook as damage to school property. No replacement or loaner laptop will be issued until all required replacement/repair costs are paid.

Optional Insurance

Perry Local Schools has chosen Worth Ave. Group as the vendor of choice to insure school issued Toshiba C40 laptops (HS) for \$25.00, HP Chromebooks (Edison) for \$22.00 and HP Chromebooks (Pfeiffer) for \$20.00. This program is voluntary and allows students/parents to purchase coverage for student devices easily online. The insurance covers:

- **Accidental Damage:** Drops, liquid spills and liquid submersion
- **Standard Perils:** Fire, flood, vandalism, natural disasters and power surge
- Theft, burglary and robbery
- Mechanical failure and manufacture defects
- **NOTE:** the insurance does not cover damage or loss of the laptop bag/chromebook case

Each fall there will be one month online window for parents/students to sign up for device insurance at <https://www.worthavegroup.com/gpo/perrylocal>. **The sign up window will open August 1, 2018 and close on August 31, 2018.** See your district/building web page for reminders and links to the insurance page. Students/Parents who do not purchase the optional insurance during the signup window will need to follow the chart below to determine the cost of damage or loss to their assigned device, accessories, and bag.

Cost for repair/damage to devices and accessories

Parts Description	Cost for Repair or Replacement	
Screen	Laptop \$98.00	Chromebook \$109.99
Keyboard	Laptop \$25.00	Chromebook \$109.99
Touchpad	Laptop \$25.00	Chromebook \$109.99
Battery	Laptop \$55.00	
Charger	Laptop \$51.00	Chromebook \$45.00
Laptop bag/Chromebook case (not covered by insurance)	Laptop \$28.00	Chromebook \$30.50
Total Laptop Replacement	\$380.00	
Total Chromebook Replacement	\$235.00	
Miscellaneous Parts	Cost based on the cost of part to be replaced	

- **Note:** the replacement cost of the laptop includes a 4 year manufacturer standard limited warranty.
- **Prices are subject to change and all damages will be charged to the student/parent at the cost of fixing or replacement at the time of the incident. There is no mark up to the price of repairs**

Taking Care of Your Device, Accessories, Bag, and Device Case

Students are responsible for the general care of the devices, accessories and bags/cases issued by the school. Devices, accessories, and bags/cases that are in need of repair for **High School** students must be reported to their teacher and to Students Working on Advanced Technology (S.W.A.T) at SWAT@perrylocal.org as soon as possible. At all other buildings report repair needs to teachers and the building technology department at edisontechhelp@perrylocal.org or pfeiffertechhelp@perrylocal.org.

General Precautions

- The devices, accessories, bags, or cases are the property of Perry Local Schools. All users must follow the guidelines contained in this manual and the District Acceptable Use of Technology Policy.
- Devices should not be left in an unsupervised area, unlocked car or unlocked locker. Students should take care to always keep their devices secured when not in their possession. If a device is found in an unsupervised area, it will be taken to the main office.
- Students are encouraged to take their device home everyday, regardless of whether or not they are needed for homework in order to charge their device. Pfeiffer Student will not take devices home.
- Students are responsible for charging their devices **each** night and bringing them to school fully charged. The devices have approximately a 10 hour battery life and should not require charging during the school day, therefore charging cables should remain at home. (HS & Edison)
- Devices are sensitive to extreme heat and cold, so students should not leave their device in cars or direct sunlight.
- Do not stack books or heavy materials on top of the devices as this could damage the screen or keyboard.
- Keep food and drink away from the devices at all times.
- Carefully unplug cables and accessories from your devices. Do not pull cables and accessories by the cord.
- Students are not permitted to share their devices with others. The school issued device is to be used by the student to whom it is issued.

Carrying the Device

- Each device will come with a carrying bag or case, which **must** be used when **transporting the device between home and school, as well as between classes and in the hallways**.
- Devices should **never** be carried by the screen or while opened.
- The cases provided by the district provide sufficient padding to protect the device from normal wear and tear. Nothing should **ever** be placed in the case as that might damage the device by putting pressure on the screen.
- The front pocket on the bag is to be used to house charges and small accessories. (high school)
- The bag or hard cover that is given to house your device may have no **writing or stickers placed on it**. You will receive a name tag that will be inserted in a pocket on the side of the bag or attached to the outside of the hard cover.
- Headphones, USB devices, and power supplies should be unplugged when transporting the device to prevent breakage.

Screen Care

- Do not lean on the top of the device when closed.
- Do not put books or other heavy objects on top of the device when closed.
- Clean the screen with only a soft, dry cloth or anti-static cloth. No cleaner of any type should be used. If in doubt, check with your teacher or member of the Technology Department.

- The devices should not be carried by the screen

Using the device at School and Home

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their laptop to all classes and ensuring that they are fully charged each day unless instructed otherwise by their teachers or building principal.

Devices Left at Home (HS, Edison)

- If a student leaves his/her device at home, he/she may check out a loaner device from the SWAT desk at the high school and from the building tech at Edison . Keep in mind, the number of loaner laptops is limited and there might not be a device available. Students are still responsible for getting all coursework completed as if they had their devices present.
- Loaner devices must be returned to the technology department at the end of each day borrowed. Failure to return the device at the end of the day may result in disciplinary action.
- If a student repeatedly (two or more times) leaves device at home, they may be required to **“check out”** their assigned device daily. This means that the student will only be able to utilize the device during school hours. The device would be checked out from the technology department each morning and returned at the end of each day. This may be required for up to one marking period. This would constitute **“check out”** period 1. At that time the student/parent will have to meet with a building principal or designee to determine a plan to help that student remember his/her device before the device is reissued for school and home use.
- If the student leaves their device at home after the first **“check out”** period, the student may be required to **“check out”** the device for the balance of the school year.

Devices Undergoing Repair

- Loaner laptops may be issued to students when they leave their devices for repair in the Technology office. Note that there may be a delay in getting a loaner device should the school not have enough to distribute.
- Repaired devices will not be returned to students until fines for damages have been paid, if applicable or until insurance assesses the damage and pays for the repairs.

Charging Your device Battery (HS & Edison)

- Devices need to be brought to school each day fully charged. Students need to establish a routine for charging their device each evening to prepare for the next day.
- Violations will be treated the same as if students left the device at home.
- Charging within a teacher’s classroom is prohibited.

Background Photos/Themes/Pictures

- Students are permitted to change the background photos or themes on their devices as long as it’s school appropriate. No pictures or themes that depict pornographic material, inappropriate language, alcohol, drugs, weapons, or gang related material is permitted. Disciplinary action may occur if inappropriate material is found.
- Photos and videos should be stored in your Google Drive and not on the hard drive of the device. Google provides unlimited space free of charge in your Google Drive.

Sound/Apps

- Sound must be muted at all times in classrooms unless directed by the teacher for instructional purposes.
- Personal music and games should not be stored on the device. Any music or games on the device should only be added at the request of a teacher for educational purposes.
- When using a device in common areas (library, study hall, auditorium, etc), headphones or earbuds should be used if you need sound. Students will be responsible for supplying their own headphones/earbuds for sanitary reasons.
- Data storage on district devices should be for district approved apps and downloads only. Data storage on the device is limited and should be managed by the students so that the full educational potential of the device is available.
- Only district or teacher approved apps can be installed.

Printing

- Students are encouraged to digitally publish and share their work through Google Classroom with their peers and teachers. **Students will not have the capability to print every assignment to district printers.** Requests to print will be on an individual basis.
- The use of Google Classroom and the ability to view assignments digitally should support a nearly paperless environment. We have designed our system to pass documents and information in a digital format.

Webcams

- School use-Webcams are to be for educational purposes only. **Webcams are blocked** at school.
- Home use-Webcams may be used at home with the permission and supervision from parents/guardians.
- Perry Local Schools does not have the ability to remotely access the webcams.

Home Access

- Students are permitted and encouraged to add their school-issued device to their home WIFI network. This connection will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the device successfully.
- Internet access will still be filtered at school, but parents are encouraged to monitor home access. If a student or parent sees something that isn't being filtered at school that should be, they are to contact the technology department at: techhelp@perrylocal.org as soon as possible. Perry Local Schools is committed to being CIPA (Child Internet Protection Act) compliant at all times.

Managing Your Files & Saving Your Work

Saving to your Google account

- Students may save work to their Google Drive accounts (or other cloud based storage medium) via their issued device.
- Storage space will be available on the device, but since the device has storage limitations it is vital that storage space be reserved for educational use only. It is also important to note that devices will NOT be backed up by the district in case of resetting or re-imaging.
- It is the responsibility of the student to ensure that his/her work is backed up and therefore not lost due to mechanical failure or accidental deletion.

Network Connectivity

- The Perry Local School District 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 will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

Software on the devices

Originally Installed Software

- All originally installed software by Perry Local Schools must remain on the devices in usable condition and easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of laptops may be made to ensure that students have not removed required software.

Software/OS Configuration

- Any attempt to change the configuration of the software or operating system on the device will result in an immediate disciplinary action.

Procedure for Reloading Software

- If technical difficulties occur or inappropriate software is discovered, the device may be restored to its original configuration. The school district does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.

Software Upgrades

- Upgraded versions of licensed software/apps may become available from time to time. Students are encouraged to periodically upgrade the apps on the device if prompted. Please reboot your laptop regularly so that automatic updates occur.

Handbook Violations

- Individuals violating any of the handbook policies or expectations may be subject to disciplinary action.

Responsibilities and Expectations

Parents and Guardians are asked to:

- Talk to your child about values and standards that your he/she should follow regarding the use of the internet, just as you do on the use of all media information sources such as television, telephones, movies and radio.
- Become active participants by asking your child to show you what sites he/she is navigating and/or what apps are being used and how they work. The following resources will assist in promoting conversations between you and your child regarding digital citizenship as it relates to internet safety, conduct and "Netiquette."
 - NetSmartz: <http://www.netsmartz.org/Parents>
 - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
- Ensure that siblings and other family members are not using the device for personal use

Perry Local Schools will

- Provide internet within school buildings.
- Provide online course material access to its students.
- Provide internet filtering and block inappropriate materials, as able.
- Treat the borrowing of the devices just as we do the borrowing of a school locker. Similar to the policy surrounding schools lockers, Perry Local School District reserves the right to review, monitor, and restrict information stored on or transmitted via the Perry Local District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

Students are expected to

- Use computers/devices in a responsible and ethical manner, following the "TRUST" guidelines outlined below:
 - **T**hink about privacy before posting; nothing you post online is private.
 - **R**ecognize others' work and ideas and treat them with respect.
 - **U**nleash learning with technology; technology should be an educational tool, not a distraction.
 - **S**tand up to inappropriate use. You know right from wrong; consider that before posting.
 - **T**reat myself and others with respect.

Some ideas, formatting, and wording were used from the following districts with One2One initiatives: Exeter Township Schools, Jefferson Local Schools, Hudson City Schools, Lake Local Schools, Solon City Schools, Tusky Valley Local Schools, and Mayfield City Schools

(Attachment A) Student/Parent Laptop/Chromebook Policy & Acceptance Receipt (2018-2019 School Year)

I/we understand that this device and bag/hard case are, and at all times remains, the property of Perry Local Schools and is herewith lent to the student for educational purposes only for the academic school year.

I/we understand that the laptop is intended primarily for educational use and that students are not permitted to download any applications that use unnecessary memory and compromise the ability of the laptop to handle educational needs.

I/we understand my/our responsibilities with respect to the care and maintenance of the device.

I/we understand the terms and conditions of the optional insurance coverage for the device offered to each student/parent. If I/we choose **not** to obtain the optional insurance, I/we understand that the responsibility for fixes and replacement is mine/ours.

I/we understand that students may take devices home in the evening for school related use; however ,I/we understand that students must have devices charged and in school everyday.

I/we understand that students must return devices at the end of the school year in the condition it was received with the exception of normal wear. I/we understand that the Perry Local School District reserves the right to conduct unannounced inspections of student loaned devices.

I/we understand that I must report any problem or damage to the device to the tech department at your building.

I/we understand that the use of the devices will be governed by terms and conditions spelled out in the District Acceptable Use Policy and Student/Parent Laptop/Chromebook Handbook.

I/we understand that the technology device provided by Perry Local Schools may record or collect information on the student's activity or the student's use of the technology device. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. Reasons for collecting information including, but are not limited to: Tracking the theft or inappropriate use of the device; honoring a warrant from local, county, state, or federal law enforcement agency; or, at the request of the student/parent of the student to whom the device was issued.

Individual school devices and accessories must be returned to Perry local Schools at the end of each school year. Students who graduate early, withdrawal, are suspended, expelled, or terminate enrollment at Perry Local Schools for any reason must return their devie on the date of termination. Failure to return the device and accessories under any of these circumstances will result in the district withholding the student records and may result in a theft report being filed with the Perry Township Police Department.

I/we agree to the stipulations set forth in the above document as well as the Student/Parent Laptop Handbook.

Please Print Clearly:

Student Name (last,first): _____ Grade: _____ Homeroom # _____

Student Signature: _____ Date: _____

Parent Name (Please print): _____

Parent Signature: _____ Date: _____

