Schuylkill Haven Area School District
Chromebook Policy, Procedures and Information

The focus of the Chromebook program at Schuylkill Haven Area School District is to provide tools and resources for a blended learning experience. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. 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.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks and other devices used at Schuylkill Haven Area School District considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1.General Information

1.1   Receiving Your Chromebook

- Parents & students must sign and return the Chromebook Agreement documents before the Chromebook can be issued to their child.
- Chromebooks will be distributed to students depending on their grade level and model.

1.2   Chromebook Check-In

- The School District reserves the right to check or inspect any district Chromebook at any time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Schuylkill Haven Area School District for any other reason must return their individual school Chromebook, Chromebook charger and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at Schuylkill Haven Area School District, the student will pay the replacement cost of the Chromebook, Chromebook charger, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided will result in a theft report being filed.
- Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Protection / Insurance plan and must return the computer and accessories to Schuylkill Haven Area School District in good working condition. The student will be charged a fee for any needed repairs beyond protection plan coverage, not to exceed the replacement cost of the Chromebook.

1.3   Chromebook Support and Repairs

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact their teacher or building office staff immediately.
- Any technical issue with the device must be brought to the attention of their teacher or building office staff immediately. This includes but is not limited to: Chrome OS (operating system), cracked/broken screen, battery issues, hinges, lost keys, loss of WiFi connectivity or failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or intentional damage will be covered under the device protection plan; however, any intentional damage to the device will incur a cost.
- Please refer to section 8 of this document for details about the insurance plan available and costs if the insurance is not purchased.
- After two incidents of accidental damage, the student may lose some privileges and potential access to using the Chromebook and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis

2.Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook that they have been issued by the district. Chromebooks that are broken or fail to work properly must be reported to a teacher or building office staff immediately.

2.1. General Precautions

- The Chromebook is school property and all users will follow this policy and the Schuylkill Haven Area School District Acceptable Use Policy for technology. (https://go.boarddocs.com/pa/scha/board.nsf/Public# Policy 815 and 815.2)
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Schuylkill Haven Area School District.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Students must use the provided charger or a charger with the appropriate voltage rating for their Chromebook.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

2.2. 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.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in backpacks that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc., as it will break the screen.

3.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 must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- Students will not be provided "loaner" Chromebooks if they leave their Chromebook at home.

3.2 Chromebook Undergoing Repair

- Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough loaner devices to distribute.

- Provided that it is covered by the Chromebook Protection plan, students will be given a replacement Chromebook if their Chromebook is damaged beyond repair
- Whenever possible, students will receive their old Chromebook back after repairs.
- All data on Chromebooks may be deleted and the Chromebook may be factory reset during repair. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging. Students are responsible for backing up any local files or work prior to the repair.

3.3   Charging Your Chromebook's Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

3.4   Photo Library/Screensavers/Background Photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.
- Please note that any data stored locally on a Chromebook device (not in Google Drive) will be automatically deleted as space becomes limited.

3.5　Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of Schuylkill Haven Area School District staff only.
- All software must be district provided or requested in writing for school approval. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps, extensions, add-ons or any other software that have not been approved by the district are carefully monitored and will result in deletion of the software from the Chromebook device and disciplinary action.

3.6　Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.
- Parents/Guardians accept full responsibility for supervision if and when their child's use is not in a school setting and will not hold the school district accountable for any content accessed on the device.

4.Managing Your Files & Saving Your Work

4.1   Saving to the Chromebook

- Students may save work to their Google Drive and other Google services via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2   Network Connectivity

- The Schuylkill Haven Area 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.

5.Software On Chromebooks

5.1. Originally Installed Software

- The Extensions/Apps originally installed by Schuylkill Haven Area School District must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

5.2. Additional Software

- Students are only allowed to load extensions/apps on their Chromebooks that are approved by the Schuylkill Haven Area School District. Schuylkill Haven Area School District will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved Google account.
- Any attempt to "jailbreak" the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that violates the Acceptable Use Policy (Policy 815), related policies, or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

5.3. Inspection

- Students may be selected at random to provide their Chromebook for inspection. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and

various violations of student acceptable responsibilities when using the Chromebook.

5.4. Procedure for Reloading Software

● If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The school 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.
● Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above. The district will not backup devices for the students.
● Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

5.5. Software Upgrades

● Upgrade versions of licensed software/apps may become available from time to time. Updates or patches should install automatically. It is recommended that students power off their devices on a weekly basis to ensure that these updates are installed properly.
● In the event that updates are not working properly, students must contact any teacher to submit a Help Desk ticket.

6. Additional Responsibilities and Expectations

6.1 Parent/Guardian Responsibilities

- Please 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.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
    - The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
- Common Sense Media Website   https://www.commonsensemedia.org/
- Be Internet Awesome   https://beinternetawesome.withgoogle.com/
- Ensure that siblings and other family members are not using the device for personal use.

6.2 School Responsibilities are to:.

- Provide Internet filtering and blocking of inappropriate materials as able.
- Chromebooks will be treated similar to the policy surrounding school books or lockers. The Schuylkill Haven Area School District reserves the right to review, monitor, and restrict information stored on or transmitted via Schuylkill Haven Area School 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.

6.3 Students are responsible for:

- Using computers/devices in a responsible and ethical manner.

- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid Schuylkill Haven Area School District in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or guardian.
- Plagiarism is a violation of the Schuylkill Haven Area School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to SHASD policies and procedures as outlined in the Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Students are required to return their Chromebook at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Schuylkill Haven Area School District for any other reason must return their individual school Chromebook and other peripherals on the date of termination

- Students are responsible for monitoring all activity on their account(s) and maintaining secure passwords for their accounts/devices.

6.4 Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (Schuylkill Haven Area School District reserves the right to modify this list at any time):

- Illegal installation or transmission of copyrighted materials.

- Any action that violates an applicable existing or future Board policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Using the internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (Yahoo, Hotmail), Facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Sending anonymous or misleading communications for any inappropriate purpose via any means.
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but
is not limited to, setting up internet accounts including those necessary for chat rooms, social media, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Schuylkill Haven Area School District web filter through a web proxy, VPN or any other means.
- Using the Chromebooks camera and/or microphone to record teachers, students or any other person without their permission and/or for any reason other than educational purposes.

6.5   Chromebook Care

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

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Schuylkill Haven Area School District may be applied to the device.
- Chromebooks that malfunction or are damaged must be reported to the faculty, administration or the Technology Department. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student/guardian. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Students that are given access to their Chromebooks over the summer must report damages or malfunctions as they occur, and not wait until the beginning of the following school year.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to the Police Department (the police report must be submitted) and to school administration.

6.6   Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Schuylkill Haven Area School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Schuylkill Haven Area School District Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook). See Section 9 below for more details.

7.Protecting & Storing Your Chromebook

7.1. Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- SHASD asset tag

7.2. Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in their secured lockers. During gym periods the Schuylkill Haven Area School District recommends the students use either their locked gym locker provided by the school district or place them in their student lockers.
- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.

7.3. Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas.
  Unsupervised areas include but are not limited to, the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office.

8.Chromebook Insurance / Repairing or Replacing Your Chromebook

8.1. Chromebook Insurance

- Schuylkill Haven Area School District will be requiring all parents to purchase Chromebook Insurance for each device at $30 for each device for the school year.
- This is payable by Paypal, Credit, Debit card, check or cash.
- To purchase insurance please visit: https://www.shasd.org/page/technology-device-insurance

- Note: The Protection plan is void if damage is the result of misuse or abuse.
- The fee for a lost Chromebook is $300 (or a higher amount depending on cost of a replacement device at time of loss).
- The fee for a lost or damaged charger is $30 (or higher depending on the model).

8.2. How to Purchase Insurance

Insurance is $30 per device per year.

Please visit this website: https://www.shasd.org/page/technology-device-insurance

8.3. Not Purchasing Insurance

If insurance is not purchased:

The prices below are cost estimates for replacement parts as of Jan 2024 and are subject to change based on available pricing at the time of the repair.

Full Device Replacement at any time is $300 (or current rate to replace the device). All rates are subject to change based on the current rate of replacement parts.

- Full Device Replacement: $300
- Motherboard Replacement: $140
- Touch Screen Replacement: $140
- Keyboard Replacement: $65
- A/C Charger Replacement: $30
- Battery Replacement: $80
- Hinge Replacement $20
- Power/USB Daughterboard $35
- Touchpad with Cable: $35

8.4. Claims

All claims must be reported to the school's Technology Helpdesk office. Students or parents must provide a report in instances of theft, vandalism, or fire-related damage. A copy of this report must be submitted to school administration before a Chromebook can be repaired or replaced with the School District Chromebook Protection Plan.

Any attempt to repair the device on your own or by taking it to an outside repair location will result in the device being considered permanently damaged and the student/guardian will be responsible for the entire cost of a replacement device..

8.5. Payments for Insurance or Repairs

All payments for Chromebook repairs that are not covered can be paid through the School District. Your invoice will provide the details on the payment methods. Loaners will be provided to students during repair.

All invoices for repairs that are not paid in full will remain on the student's record and must be resolved before the student can graduate from SHASD.

9. Actions Requiring Disciplinary Actions

- As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences. Examples of conduct warranting disciplinary action include, but are not limited to the following:
- Downloading unapproved apps without receiving permission.
- Leaving the Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Lack of adequate care for Chromebook, case, charger, etc.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under a personal Google account to download purchased apps for yourself or another student(s).
- Leaving the Chromebook at home. Lack of preparation for classes.
- Loaning of student devices to other students inside and outside of school.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.
- Failure to return the Chromebook before the end of the school year and/or before they leave the school district for any reason.
- Continued failure to return a Chromebook will result in a police report for a stolen device.