



**Student
Chromebook Care
& Usage Handbook
2018-19**

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Core Beliefs

At Port Huron Schools, it is our belief that technology and its use can enhance and improve learning in the classroom. Furthermore, the Port Huron Schools Board of Education has set forth the following goal to, “Personalize learning for each student through the use of 21st century technologies and differentiated instruction”.

General Policies & Procedures

1. Any district issued Chromebook must be used in accordance with all district technology, discipline, and acceptable use policies, as well as any applicable laws – both at home and at school. The Acceptable Use Policy is found on pages 17-19 of the Student Code Handbook - [Link to Student Code Handbook](#).
2. Any district issued Chromebook, charging cord and protective case loaned to the student are all property of Port Huron Schools. This Chromebook is on loan to each individual student. **The district issued Chromebook must remain in its protective case at all times and is never to be removed except by authorized staff.**

3. Students will be responsible to bring their district issued Chromebook in its protective case to school every day, charged and ready to use for learning activities in class. It is recommended that you leave your charging cable at home.
4. The district issued Chromebook will be assigned to an individual student for the duration of the school year. Students should never “swap” or “share” the Chromebook. Students are responsible for keeping their Chromebook safe and secure at all times. Any Chromebook loaned to a student must be returned if the student leaves the district or at the end of each school year.
5. Students are expected to keep all district issued Chromebook in good working condition. If the Chromebook is damaged or malfunctioning, it is the expectation that the student bring the Chromebook to the school and notify school staff immediately. **Students are prohibited from attempting to repair the district issued Chromebook themselves or allowing anyone other than district IT personnel to attempt repair.**
6. Students may not tamper with or remove any Chromebook identification stickers or labels.
7. Students are prohibited from decorating their district issued Chromebook, including the protective case, in any way. No stickers, paint, pen, or other physical modifications are allowed. Any damage resulting from physical modifications will result in a damage fee and possible loss of use.
8. All district issued Chromebooks can be located and disabled by the IT Department if theft, loss, or misuse is suspected.
9. Use of district issued Chromebook, as well as access to the network, the internet, and email is a privilege, not a right.
10. Failure to comply with any policy or procedure outlined above or within this document may result in disciplinary action and loss of privilege. Port Huron Schools may remove a user’s access to the district issued Chromebook and/or network without notice at any time if the user is engaged in any unauthorized activity.

Privacy, Security, & Filters

Network Monitoring & Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of district issued Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of district issued Chromebook at any time for any reason. By using the district issued Chromebook, students agree to such access, monitoring and recording of their use.

Student internet access will be monitored and filtered both on campus when connected to school

WiFi, as well as off-campus. Any student who attempts to circumvent the filter will face disciplinary action in accordance with the Acceptable Use Policy and Student Handbook.

Offsite Filtering

District issued Chromebook will be filtered both on and off campus. However, no filtering is perfect. It is the expectation that students use good judgement and act in accordance with all expectations set forth in the Acceptable Use Policy found on pages 17-19 of the Student Code Handbook. Parents are strongly encouraged to regularly check their student's Chromebook usage.

Chromebook Care

Students are expected to treat their Chromebook with care and respect and never leave it in an unsecured location. Placing non-school-issued stickers, writing or drawing on, engraving or otherwise defacing the Chromebook, protective case, or charger is not allowed and will result in consequences. Student may not interfere with serial number and other identification tags.

General Precautions

- Students should always keep their Chromebook secured when unattended.
- The Chromebook shall never be removed from its protective case including outside of school. When transporting the Chromebook, it should be stored carefully in a backpack or carried using the provided straps or handles.
- No food or drink should be consumed or open near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of a Chromebook, including inside backpacks.
- Don't lean on or use a Chromebook as a writing surface.
- Never leave your device in extreme temperatures, direct sunlight, or in a vehicle overnight.
- Always bring your Chromebook to room temperature prior to turning it on.

Care and Responsibility: Neglect and Misuse

Includes but is not limited to:

- Removing the Chromebook from the protective case.
- Carrying items in the Chromebook case other than the Chromebook and related items.
- Leaving the device unattended.
- Allowing someone else to use your assigned Chromebook.
- Removing labels and identifying stickers on the Chromebook and/or Chromebook case.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.

- Make sure there is nothing on the keyboard before closing the lid (i.e. pens, pencils, or disks).
- Chromebook screens should only be cleaned using a microfiber cloth dampened with water.

Protective Cases

Middle School and High school students will be issued Chromebooks in a “always-on” briefcase-style protective case with handles and an ID window. **The district issued device must remain in its protective case at all times and is never to be removed except by authorized staff.**

Repairs, Damage & Loss (Payments)

Students and parents/guardians will be notified upon assignment of any fees resulting from damage or loss. The district reserves the right to withhold privileges (i.e. tickets to student events, participation in graduation proceedings, yearbook distribution, field trips, etc.) if fees remain unpaid. Fees will be able to be paid in the main office.

There will be no fee at deployment for the loan of the district issued Chromebook. Any damage to the Chromebook or loss, including theft, will be the responsibility of the student and parent/guardian.

- Damage considered accidental will be charged:
 - First incident - \$10.00
 - Second incident - \$20.00
 - Third incident - \$50.00 (or cost of repair) and may result in loss of privilege
- Damage considered intentional or any loss, including theft, will be charged:
 - The full cost of repair or replacement value of the device and may result in a loss of privilege

Spare Devices & Lending

If the district issued Chromebook requires repair, the school has a limited number of spare Chromebooks for use while the district issued Chromebook is repaired or replaced. This agreement remains in effect for loaned Chromebooks. The student may not opt to keep an inoperable or damaged Chromebook to avoid necessary repairs or fees.

If a student does not bring his/her district issued Chromebook to school, the student may be required to borrow a Chromebook from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged district issued technology to school on a frequent basis.

In instances where intentional damage or misuse is suspected, the District reserves the right to take back the assigned district issued Chromebook, issue charges for the damage, and require the student to use an older district device for day use only via a check-in/check-out process at their school. The district also reserves the right to revoke all technology use if necessary.

Distribution & Collection

Distribution

Students will be issued their district issued Chromebook at the start of each school year. Before a student is issued district technology for the first time the following must have taken place:

1. Students must have an Acceptable Use Policy form on file signed by them and their parents (either electronically or paper copy).
2. Students and parents must read and agree to all policies and procedures outlined in this document for care and use of the Chromebook, and have a signed Port Huron Area School District Chromebook Consent Form indicating acceptance/acknowledgement of this agreement.

Collection

In the event of a student leaving Port Huron Schools for any reason, the district issued Chromebook, charging cord, and protective case must be turned in to the school office prior to the last day of student attendance. Students who are long-term suspended or expelled from Port Huron Schools may also be required to turn in their Chromebook. If the device is not returned in a timely fashion, administration will contact the student/parent to inform them that the next step is a referral to the appropriate law enforcement agency to assist with retrieval of district property.

All student Chromebooks will be collected at the end of the school year and re-distributed in the fall.

Handbook Review

This handbook will be reviewed annually to ensure policies are up-to-date and relevant for our 1:1 initiative. The District reserves the right to make changes to this handbook as needed.
