

Arcanum-Butler Local School District

1:1 Personalized Learning Handbook

The Arcanum-Butler Local School District will once again be implementing the 1:1 Personalized Learning Program for the 2019-2020 school year. As part of the program, every student in grades 5-12 will be assigned a Chromebook for access to web-based resources for personalized learning and to meet the needs of individual students. The program empowers students to maximize their learning and prepare them for college and the workplace. Chromebooks are distributed at the beginning of each year.

Expectations for the Chromebooks

Chromebook, Charger, and Case:

- Are school property and all users are expected to follow this policy and the district's Acceptable Use Policy for technology. Students are strictly prohibited from actions which would violate the Acceptable Use Policy, the Student Handbook, this policy and/or any individual district, building or classroom policy.
- Are intended for use each day. In addition to teacher expectations for use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.
- Should, under no circumstances be left in unsupervised areas (school grounds, cafeteria, classroom, locker room, restrooms, ELA, etc.). Any Chromebook left in these areas is in danger of being stolen. If a student or staff member finds a Chromebook in an unsupervised area, it must be taken to the main office.
- And all related and associated materials are subject to inspection at any time without notice and remain the property of Arcanum-Butler Local Schools.

Software/Apps/Extensions and Media Added to Chromebook:

- The apps/extensions installed by Arcanum-Butler Local Schools must remain on the Chromebook in usable condition and must be easily accessible at all times.
- Any software that violates the Acceptable Use Policy or that is deemed inappropriate is not to be downloaded or installed on the Chromebooks.
- If technical difficulties or illegal software is discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or files deleted due to a need to reformat any device.
- Uses or possession of hacking software is strictly prohibited. Violation of applicable state or federal law may result in criminal prosecution.
- Inappropriate media (presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols, pictures, etc.) should not be on the device and may not be used as a screensaver, background or profile photo.
- Only media (e.g. photos, videos, etc.) that serves an educational purpose should be taken, accessed, displayed or stored on the device.
- Personal music and games are not allowed on the Chromebook.

Expectations of Students

Students are Expected to:

- Charge the Chromebook at home each day. Every day, before reporting to school, the Chromebook should be fully charged.
- Bring the Chromebook to all classes, unless otherwise instructed by the teacher.
- Store the Chromebook in a school-assigned locker during lunch and when instructed by a teacher.
- Take the Chromebook home every day after school.
- Connect the Chromebook to a power outlet if use has caused the batteries to become discharged, when a staff member will permit the use of a power outlet.
- Provide their own headphones/earbuds.
- Work only on the current class content.
- Comply with trademark and copyright laws and all license agreements.
- Completely turn off the Chromebook at night. The device will update when turned on the following day.
- Use Google Drive to store work in the cloud instead of on the device as storage is limited.
- Take a proactive role to aid Arcanum-Butler Local Schools in the protection of our computer system/device by contacting a faculty member about any security problems.
- Inform administration of any communication containing inappropriate, questionable or abusive language or subject matter.
- Take Chromebooks that malfunction or are damaged to the media center immediately.
- Complete coursework without using the Chromebook malfunctions as an excuse for lost or missing data.
- Refrain from disassembling any part of the Chromebook or attempting any repairs.
- Immediately report stolen Chromebooks to school administration (a police report may be submitted)
- Be responsible for the entire cost of repairs to Chromebooks that are damaged due to student neglect or lost.

CHROMEBOOKS LEFT AT HOME

Students are Expected to:

- Complete coursework, even if their Chromebook is left at home.
- Bring in the device for a mandatory inspection and search if it has been left at home repeatedly.
- Report to the media center if they forget their Chromebook. A device will be loaned if available, and must be returned at the end of the day. All student responsibilities apply to the loaner device.

CHROMEBOOKS UNDERGOING REPAIR

If a Chromebook is Being Repaired:

- A loaner device may be issued, if available, to students when they leave their Chromebook for repair in the media center. All student responsibilities apply to the loaner device.
- Replacement Chromebooks will only be issued when all repair/replacement costs have been paid.

CARE OF THE CHROMEBOOK

Students are Expected to:

- Maintain Chromebooks and keep them in good working order. Students must take broken or damaged Chromebooks to the media center.
- Take their Chromebook home each day and fully charge it for the next school day.
- Always keep Chromebooks in the school-provided case and the case should be closed and zipped when not in use and when being carried.
- Chargers must be kept in the Chromebook case pocket except when in use. No other materials should be put in the Chromebook case (e.g. notebooks, books, folders, papers, writing utensils, flash drives, phones, earbuds, etc.).
- Use the Chromebook on a flat, level surface.
- Use only a clean, dry, microfiber cloth to clean the screen. Do not use cleaning agents.
- Carefully connect cords and cables into the Chromebook to prevent damage.
- Keep the Chromebooks and cases free of any writing, drawing, stickers, or labels that are not affixed by the Arcanum-Butler Local School District.
- Keep the Chromebooks in a safe, secure area at all times.
- Protect the Chromebook from extreme temperatures/elements, direct sunlight, liquids, hot/cold cars, pets and sharp objects.
- Keep the Chromebook away from food, beverages, candy or gum.

Students are Expected NOT to:

- Stack any books or other materials or items on top of the Chromebook.
- Lean on the Chromebook or its screen, poke the screen or place anything on the Chromebook. Do not place anything between the keyboard and the screen.
- Bump the Chromebook against lockers, walls, doors, car doors, floors, etc.
- Remove or deface identification labels of any kind including the serial number sticker.

RETURNING THE CHROMEBOOK, CHARGER AND CASE

Students are Expected to:

- Return the school-issued Chromebook to the school district at the designated time. Students who graduate early, withdraw, are expelled, or terminate enrollment at Arcanum-Butler Local Schools for any other reason must return the Chromebook, charger, and case on the date of withdrawal.
 - If a student fails to return the Chromebook, charger, and case at the designated time or upon termination of enrollment at Arcanum-Butler Local Schools, that student may be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost. A theft report may be filed with the appropriate law enforcement agency.
- Be responsible for any damage and must return the Chromebook, charger and case in good working condition, with normal wear and no alterations to avoid paying a fine. The student will be charged a fine for any needed repairs, not to exceed the replacement cost of the Chromebook, charger or case. Any hardware/software repairs that are not due to misuse or damage will be covered without cost.

Actions Requiring Disciplinary Measures and/or Loss of Chromebook Privileges

The following actions can result in disciplinary measures and/or loss of Chromebook privileges:

- Downloading unapproved apps/extensions.
- Modifying policies, configurations or settings on school-issued devices.
- Resetting the Chromebook to factory defaults (power washing).
- Placing the Chromebook in developer mode.
- Jailbreaking or attempting to jailbreak Chromebook.
- Using or possessing hacking software.
- Downloading, possessing, or accessing inappropriate media such as, but not limited to: guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures.
- Utilizing tools or scripts to evade school Chromebook policies.
- Adjusting settings on someone else's Chromebooks.
- Logging in under a personal Google account to download purchased apps for yourself or another student(s).
 - *Failing to comply with expectations for students listed in this policy, including but not limited to:*
 - Leaving Chromebook at home or not having it fully charged for the school day.
 - Loaning Chromebook to other students inside and outside of school.
 - Failing to utilize protective cases.
 - Causing damage from lack of care for the Chromebook, charger, case, etc.
 - Having a Chromebook in an unauthorized area.
 - Leaving Chromebook unattended or in an unsupervised area.
 - ANY OTHER ACTION DEEMED INAPPROPRIATE BY ARCANUM-BUTLER LOCAL SCHOOLS.

Expectations of Parents/Guardians

Parents/Guardians are Expected to:

- Talk to your child about values and the standards they should follow on the use of the internet.
- Ask to see what your child is doing with the Chromebook. Become increasingly active participants, asking to see what sites your child accesses and what apps/extensions are being used and how they work.
- Utilize resources that will promote positive conversations between you and your child regarding digital citizenship and safety/conduct.
- Ensure that the device is utilized only by the designated student.
- Provide a safe and secure location for your child to charge the Chromebook.
- Be responsible for the entire cost of Chromebooks that are lost, stolen, or damaged due to student neglect.

Prices for 2019-2020 Common Chromebook Repairs

2019-2020 School Year:

- Do note: this does not include all repairs that may need to be made to the Chromebook, but rather some of the common repairs and maintenance issues that arise. Furthermore, any student that damages their Chromebook beyond repair may be subject to the entire replacement cost of the Chromebook.

Repair	Price
Replacement Chromebook	\$240
Replacement Screen	\$45
Replacement Keyboard	\$100
Replacement Back Cover	\$40
Replacement Charger	\$15
Replacement Touchpad	\$40
Replacement Bezel	\$40
Replacement Carrying Case	\$15

Expectations of the Arcanum-Butler Local School District

Arcanum-Butler Local School District is Expected to:

- Provide internet and online course material access to students while at school.
- Provide internet filtering and blocking of inappropriate materials as able at school.
- Label student Chromebooks in the manner specified by the school.
- Provide staff guidance to aid students in accessing learning materials and complying with school policies.
- Be the sole repair facility for damaged or malfunctioning school-issued Chromebooks (fines may be assessed for repairs).

Digital Citizenship

School-issued Chromebooks should be used for educational purposes only and students are to adhere to the Acceptable Use Policy, the Personalized Learning Handbook Policy, the student handbook and all of its corresponding procedures at all times. Students should always conduct themselves as good digital citizens and respect and protect themselves and others.

Policy Changes

The Arcanum-Butler Local School District reserves the right to modify, adapt, or alter any part of this policy at any time as deemed necessary by district administration.

Arcanum-Butler Local School District Chromebook Loan Agreement Form

- The 1:1 Personalized Learning Handbook can be found online at <https://www.arcanum-butler.k12.oh.us/> under the “Forms & Links” tab.

Student Agreement

1. I have read, understand and will follow the expectations covered in the **1:1 Personalized Learning Handbook**.
2. I understand the **1:1 Personalized Learning Handbook** is to be used as a guide and does not necessarily address every required or prohibited behavior.
3. I agree to return the Chromebook, charger and carrying case in good working condition upon request or withdrawal from the school district.
4. I assume full responsibility of my issued Chromebook.
5. I understand that this equipment is the property of Arcanum-Butler Local Schools and that there is no right or expectation of privacy regarding the equipment. District staff may monitor and inspect the equipment including browsing history, documents, files and any other content.

By signing this form, the student agrees to the above terms.

Student Printed Name: _____

Student Signature: _____

Date: _____

Parent/Guarding Agreement

1. I understand that my child will be issued a Chromebook that he/she will be bringing home each day.
2. I will be responsible for the Chromebook repair or replacement costs as specified in the **1:1 Personalized Learning Handbook**.
3. I acknowledge that my student and I have read, understand, and will follow the expectations covered in the **1:1 Personalized Learning Handbook**.
4. I understand that the **1:1 Personalized Learning Handbook** is to be used as a guide and does not necessarily address every required or prohibited behavior.
5. I will be responsible for monitoring my student’s use of the internet when he/she is not at school.
6. I agree to return the Chromebook, charger and carrying case in good working condition upon request or withdrawal from the school district.

Parent/Guardian Signature: _____

Date: _____