



## Introduction to the PUSD Student Device Program

*The Pleasanton community voted to support students and teachers with the passage of bond Measure 11. The bond will ensure that Pleasanton Unified School District students have access to innovative technologies necessary to meet the challenges of today's rapidly changing world.*

*High quality opportunities for learning, equity, and access are the heart of our take home student device program. This program will support the vision of providing opportunities and environments that will equip, inspire and empower all learners to effectively use technology and become self-directed, goal-oriented, and productive members of their communities.*

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## Receiving Your Device

Students in grades 6-10 will receive one device to use at home and at school for multiple years. Devices and accessories (charger and case) will be distributed each fall semester to students in particular grade levels, according to the table below. Students may be given the opportunity to keep their device over the summer in order to provide access to learning opportunities and content during the instructional break.

- 2018-19: Incoming grades 6-10 will be issued a device.
- 2019-20 and beyond: Incoming 6th and 9th grade students will receive a device.

Dates for distribution may vary by school site.

Parents/guardians and students must review and adhere to the terms included in this handbook before a student may receive a device. Consent for the use of a device will be requested before devices are issued.

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
6	New	Existing 1** Year Old	New	New	New	New	New	New
7	New	Keep 1 Year Old	Keep 2 Years Old	Keep 1 Year Old	Keep 1 Year Old	Keep 1 Year Old	Keep 1 Year Old	Keep 1 Year Old
8	New*	Keep 1 Year Old	Keep 2 Years Old	Keep 3 Years Old	Keep 2 Years Old	Keep 2 Years Old	Keep 2 Years Old	Keep 2 Years Old
9	New	New	New	New	New	New	New	New
10	New	Keep 1 Year Old	Keep 1 Year Old	Keep 1 Year Old	Keep 1 Year Old	Keep 1 Year Old	Keep 1 Year Old	Keep 1 Year Old
11	Shared Cart	Keep 1 Year Old	Keep 2 Years Old	Keep 2 Years Old	Keep 2 Years Old	Keep 2 Years Old	Keep 2 Years Old	Keep 2 Years Old
12	Shared Cart	Shared Cart	Keep 2 Years Old	Keep 3 Years Old	Keep 3 Years Old	Keep 3 Years Old	Keep 3 Years Old	Keep 3 Years Old

\*At the end of 2018-19 school year, 8th graders will be returning their device.

\*\*For the 2019-20 school year, incoming 6th graders will receive a one year old device.



## Digital Citizenship and Your Device

Students are expected to use devices safely, responsibly, and for educational purposes only. Courteous and respectful online communication is required at all times.

Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

The student in whose name a device is issued is responsible for its proper use at all times. Students are prohibited from using devices for improper purposes, including, but not limited to, the use of devices to:

1. Access, post, display, or otherwise use material that is illegal, discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software. See page 7 for additional information on Software on Your Section.
7. "Hack" into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board Policy & Administrative Regulation [6163.4](#) regarding student use of the Telecommunications network.



## Taking Care of Your Device

Students are responsible for the general care of the device provided by Pleasanton Unified School District.

Devices that are broken or fail to work properly must be returned to the school for repair or replacement. A limited number of loaner devices may be available for use until the device can be repaired or replaced.

### General Precautions

- Keep food or drinks away from your device
- Cords, cables and removable storage devices must be inserted carefully
- Students should not carry the device while the screen is open
- Devices should be shut down when not in use to conserve battery life
- Devices should be carefully placed into a backpack or book bag for transport
- Do not expose your device to extreme temperature or direct sunlight
- Extreme heat or cold may cause damage to the device

### Screen Care

The device screen can be damaged if subject to rough treatment

- The screens are particularly sensitive to damage from excessive pressure. Do not lean on or place anything on top of the device
- Do not grab the device by the screen
- Do not place anything in the case that will press against the cover
- Do not place anything on the keyboard for closing the lid (e.g. pens, pencils, notebooks)
- Clean the screen with a soft, dry, anti-static, or microfiber cloth



## Using Your Device

### **At School:**

The device is intended for use at school for learning throughout the day. Devices will be able to access new curriculum materials as well as provide opportunities for students to engage in 21st Century Learning. In addition to teacher expectations for device use, curriculum, school messages, announcements, calendars, academic handbooks, student handbooks and schedules can be accessed using the device. **Students are responsible for bringing their device to school and classes each day charged and ready for use.**

Students who forget their device at home may be issued a loaner device. A limited number of devices and chargers may also be available in classrooms, however, students are expected to ensure they are ready to learn using the device that has been checked out to them.

If no device is available, the teacher will determine the best method for the student to complete their classroom activities. Repeated conversations may result in progression conversations and/or discipline with the teacher or school administrator.

### **Sound**

If classroom rules permit it, and the learning activity is enhanced, students will be allowed to use personal headphones with their device.

### **At Home:**

All students who have been issued a take-home device are expected to bring their devices to school, and take them home each night throughout the school year for homework and other continued learning activities.

Students should charge their devices each night at home. Students should not carry the AC power cord and charger to school. If fully charged at home, the battery should last throughout the day. Additional chargers may be available in classrooms.

Students who are low-income or do not have access to the internet at home may be eligible to receive a wifi-enabled hotspot for use with their device. Ask your child's school staff for more information.



## Managing Your Files and Saving Your Work

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google drive to work on their documents will not need to save their work. It will be the responsibility the student to maintain the integrity of their files and keep proper backups.

## Personalizing Your Device

Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not property of PUSD. Language and images on computer screens must be appropriate for school. Students may elect to purchase a hard shell case to use with the device, provided no serial numbers, barcodes, or vents are covered. Students may appropriately decorate and personalize student-purchased hard shell cases.

## Privacy and Confidentiality of Your Information

Because the use of student devices is intended for educational purposes, students shall not have any expectation of privacy when using district technology. The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

The district is responsible for protecting the confidentiality of student information, including all content and communications created on student devices. Reasonable technical and legal protections will be provided to ensure that all student information that is stored on district-maintained and cloud-based servers will remain confidential and secure at all times.





## Software on Your Device

All devices are supplied with the latest version of the Google Chrome operating system, and will include many other software applications which are useful in your child's educational environment. The devices will routinely update automatically to obtain new versions of the operating system and software applications.

Device software applications may be remotely installed on devices by district and site technology staff. Some applications, including Google Drive and Docs, are available for offline use, but the devices and their software are generally intended to work online. The software installed on the device (i.e. browser extensions or desktop icons) must remain on the device in a usable condition and easily accessible at all times. Students are prohibited from removing or deactivating software that has been installed on the device.

Applications that are no longer needed may be automatically removed by district and site technology staff.

Students may install approved apps and extensions on their devices by visiting the [Chrome Webstore for Pleasanton USD](#) and then clicking on "For Pleasanton USD".

Teachers and students may request that an app or extension be added to the Chrome Webstore for Pleasanton USD by [submitting a request](#).

To learn more about the software applications and websites used for learning, see the appropriate page on [bit.ly/StudentDevicesPUSD](http://bit.ly/StudentDevicesPUSD).

### **Virus Protection**

Virus protection is unnecessary on the device due to the unique nature of its design, and its inability to install third-party applications.



## Protecting & Storing Your Device

Students should monitor their devices at all times when at school, including breaks and lunches.

Students should retain control of their devices at all times. If students are unable to retain personal control of the devices, they must be stored in a secure location. Nothing should be placed on top of the device when stored.

Students need to take the device home with them every night. The device should be charged fully each night at the student's home. Devices should never be left unattended in an insecure location. If a device is found unattended, it should be taken to the office or the school's designated Chromebook Zone.

### **Inspection**

Students may be selected at random to provide their device for inspection. The purpose for the inspection will be the check for proper care, maintenance, and inappropriate material.





## Repairing or Replacing Your Device

Student devices are an important tool for daily learning activities. Because of this, students must ensure that their device is in good working order for all school days. If a device needs repair, the student should bring the device to the designated Chromebook Zone at each school site. Staff will check-in the student device for repair.

### Devices undergoing Repair:

- Loaner devices may be issued to students when they leave their device for repair in the Chromebook Zone.
- If repair or replacement is needed due to loss, negligent care, or intentional damage, the school will provide a loaner device. The loaner device may not be identical to the damaged device.
- Repaired devices may have all data wiped and restored to the original factory image. It is important that students keep their school data synced to their Google Drive so document and class projects will not be lost in the event of a wipe and factory restore. Personal information that cannot be replaced should be kept at home on an external storage device. PUSD is not responsible for lost data.
- Students and parents or guardians will be responsible for device damage that occurs as a result of misuse or abuse of handling. See below section for information on lost, neglected, intentionally damaged, or devices/accessories not returned to the school.

**Lost, Negligently Cared for, Intentionally Damaged (Non-Accidental), Devices and Accessories:** A device or any of its accessories that are lost (whereabouts unknown), negligently cared for, intentionally damaged, or not returned to the school is the responsibility of the student and parent/guardian. Students and parents/guardians will be charged for damages.

- Lost or damaged device cost: \$250
- Lost or damaged charger cost: \$25

All charges will be placed on the student account in Destiny (student library check-out system). Student's grades, diploma, or transcript may be withheld if lost or damaged materials are not reimbursed (California Education Code 48904.3). If repair or replacement is needed due to loss, negligent care, or intentional damage, the school will provide a loaner device. The loaner device may not be identical to the damaged device.



## Returning Your Device

Students who will be returning to a PUSD school during the following year do not need to return their device at the end of the school year.

Students who will be transferring to schools outside of PUSD should return their device to the school's Chromebook Zone on or around their last day of school.

See above section for information on lost, neglected, intentionally damaged, or devices/accessories not returned to the school.



## Student Pledge

- *I will use my device for learning and in ways that are appropriate for my education.*
- *I will take good care of my device and know that the same device will be assigned to me over multiple years.*
- *I will never leave my device unattended in an unsecured or unsupervised location.*
- *I will never loan out my device to other individuals.*
- *I will know where my device is at all times.*
- *I will charge my device's battery to full capacity each night.*
- *I will keep food and beverages away from my device since they may cause damage to the device.*
- *I will not disassemble any part of my device or attempt any repairs.*
- *I will protect my device by always carrying it in a secure manner to avoid damage.*
- *I will not leave my device outside, as the heat and cold can damage and/or ruin the device.*
- *I will keep all appropriate decorations (stickers and writing) on the top of the device case and not cover any barcodes or serial numbers.*
- *I understand that the device I am issued is subject to inspection to any time, without notice, and remains the property of PUSD.*
- *I will follow the policies outlined in the 1:1 device handbook and the district acceptable use policy while at school, as well as outside of the school.*



## Additional Parent Resources

The following resources are a starting point to guide parents to help their students be good digital citizens:

[Common Sense Media's Digital Glossary](#)

[Common Sense Media K-5 Parent Packet](#)

[Common Sense Media 6-8 Parent Packet](#)

[Common Sense Media 9-12 Parent Packet](#)

[Family Media Agreement: Home](#)

[Family Media Agreement: Home \(Spanish\)](#)

[Common Sense Media Home Customizable Device Contract](#)

[Common Sense Media's Digital Compass](#)

[Net Cetera: Chatting with Kids About Being Online](#)

[Family Tip Sheets](#)

[Family Tip Sheets \(Spanish\)](#)