



1:1 Chromebook Guide

Overview

Every student in Trinity Area School District will be issued a district-owned Chromebook to enhance the teaching and learning process, both in school and at home.

Issuance and Collection of Chromebooks

- Every student will be issued a Chromebook at the beginning of the school year or upon enrollment in the District. This device is the property of the Trinity Area School District, but individual students will be responsible for the care of their issued Chromebook.
- Students leaving the District must return the District-owned Chromebook to the Main Office of their respective school.
- Chromebooks will be examined by a trained technician for damage and fees may be issued if damage is found to be beyond normal wear and tear.

Use of the Chromebook

- The District's Acceptable Use Policy applies to all student use of Chromebooks. The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use. Noncompliance with the policies of this document will result in disciplinary action.
- Chromebooks are subject to content filtering both in school and at home. Trinity Area School District uses Securly for Chromebook filtering.
- Students will only be able to login using their assigned @trinityhillers.net Google account. To ensure account security, students should not share their password and should log out of their Chromebook when not in use.
- At-home use of the Chromebook is encouraged.
- Students are expected to bring their completely charged Chromebook to school for use in class each day. A fully charged Chromebook's battery should last an entire school day. If it does not, please notify a building technician.
- If a student leaves their Chromebook at home, they will be permitted to call their parent/guardian to bring the device to school. Students unable to contact a parent/guardian may use a "Classroom Loaner", if available.
- The District encourages the digital exchange of information by sharing and/or emailing communication and assignments. Printing from the Chromebooks will not be available.

Chromebook Care Guidelines

- Chromebooks must have a T ASD barcode label on them at all times; this tag must not be removed or altered in any way. Chromebooks must remain free of any writing, drawing, or stickers.
- Clean the Chromebook with a soft, dry microfiber cloth or antistatic cloth. If a more thorough screen cleaning is required, lightly dampen a clean microfiber cloth with water. Do not use any type of cleaning solvent on your Chromebook.
- Screens are sensitive to damage from excessive pressure on the screen. Do not lean on or place heavy objects on the top of the device when it is closed. Do not poke the screen with anything that will mark or scratch its surface or place anything on the keyboard before closing the lid (e.g. pens or pencils).
- Food or drink should never be placed near the Chromebook.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Transport Chromebooks with care.
 - Lids closed when moving.
 - Never hold the screen to lift.
 - Unplug the charger before moving.
- To prevent overheating:
 - Do not leave Chromebooks in a car.
 - Use Chromebooks on a hard surface (soft surfaces such as a pillow will block vents).
- Under no circumstances should Chromebooks be left in an unsupervised area including cafeterias, locker rooms, media centers, unlocked classrooms, on top of lockers, restrooms, hallways, or outside. If an unsupervised Chromebook is found, notify a staff member immediately.

Chromebooks Needing Repair

- Chromebooks that are broken, or fail to work properly, must be taken to the Technology Office of their respective school as soon as possible.
- All repairs must be completed by District technology staff. Students and families should never attempt to fix a broken Chromebook. The District will not issue reimbursements for outside repair services.
- Students and/or families will be responsible for any damages caused to their District-issued Chromebook. If a device is lost or stolen the student and/or family may be responsible to replace the Chromebook. Optional insurance is available through the District for \$25.00 per year.

Loaner Devices

Loaner devices may be available when assigned devices are being repaired or left at home. Depending on availability, the model of a loaner device may differ from the type of device initially assigned to the student. Students and parent(s)/guardian(s) are responsible for maintaining loaner equipment in the condition in which it is issued and will be responsible for any damages incurred while checked out.

Optional Insurance Program

Optional insurance, which includes two accidental damage claims, is available for purchase from the District at a non-refundable cost of \$25 per student. When enrolling, one form must be submitted for each student; insurance cannot be shared. Students with a free/reduced lunch designation will have their insurance fee waived. These students will be enrolled automatically during the open enrollment period and do not need to submit a form.

Open enrollment for insurance will begin September 6, 2022 and continue through September 23, 2022. Purchased insurance is valid from the point of purchase through the open enrollment period for the following school year. After the open enrollment period, insurance will only be available to new students entering the district. Please note that this coverage does not carry over from year to year if it goes unused.

The insurance plan covers the student’s district issued device and/or issued loaner device for the following items:

1. Accidental damage (spills, drops, and breaks)
2. Environmental damage from Natural Disasters, Fire, or Power Surges
3. Theft – All theft claims must have a police report filed within 5 days of the theft
4. Lost or damaged Chromebook chargers

Incidents of abuse or intentional damage are not covered by the optional insurance program and may result in the full repair cost being billed to the Parent/Guardian. This insurance does not cover any protective or carrying cases (if applicable).

Pricing guidelines for repairs and replacements are as follows.

Equipment	Cost of repair with no insurance*	Cost of repair with insurance
Charger / Power Cord	\$40.00	1 insurance claim
Keyboard Replacement	\$60.00	1 insurance claim
Screen Replacement	\$60.00	1 insurance claim
Full Chromebook Replacement	\$300.00	2 insurance claims OR 1 insurance claim + \$100

** Prices given are examples only and are subject to change.*

For repairs not listed above, cost, and applicable insurance claims will be determined by the cost of replacement parts to the district at the time of repair. For any additional damage beyond the two claims, parent(s) / guardian(s) will be invoiced for the cost of repairs for any accidental damage. If insurance coverage is not purchased and the Chromebook is damaged, the parent(s)/guardian(s) will be invoiced for the cost of repairs.