



Student's Name: _____
Grade: _____
Teacher: _____

SAUGERTIES CENTRAL SCHOOL DISTRICT
Call Box A
 310 Washington Avenue Ext.
 Saugerties, New York 12477
 (845) 247-6500 Fax (845) 246-8364
www.saugerties.k12.ny.us

K-4 Chromebook Sign-out (Should we need to pivot to REMOTE Instruction)

Guardians,
 Similar to last year, we are planning on being in person 5 days a week, but we need to prepare for the possibility of pivoting to remote instruction for an extended period of time. Should we pivot to remote instruction for an extended period of time, we will be providing a Chromebook to all elementary students who need one. These devices would be sent home with students at the end of the school day and should be returned the next day that we are in person. While we continue to be in person, these devices will remain in school to be used as necessary during the school day.

Please review the Chromebook Handbook (attached) and complete the information below as well as the Chromebook Permission Form on the back of this page and return to your student's teacher. The Chromebook Handbook should be retained as a reference.

Student's Full Name (Please print): _____

Student's Grade Level (Please Circle): K 1 2 3 4

Student's Building: _____

Student's Teacher: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Date:

Please the statement that applies.

- My student will NOT sign-out a Chromebook should we pivot to remote learning for an extended period of time. (Return form to Student's Teacher).
- My student will sign-out a Chromebook should we pivot to remote for an extended period of time. (Complete back of this form)

Complete the back to Sign-out a Chromebook





CHROMEBOOK PERMISSION 2023-2024

I _____, Parent/Legal Guardian of the following student attending school in the Saugerties Central School District (the "District"),

Student _____

Grade _____

Teacher/Homeroom _____

have fully read the District's 2023-2024 Chromebook Policy Handbook (the "Handbook") and understand that my child's receipt of the Chromebook device for the 2023-2024 School Year is conditioned on my accepting and agreeing to the terms, conditions, policies, procedures, and responsibilities set forth therein.

Accordingly, I hereby authorize the District to provide my child with a Chromebook device pursuant to the Handbook, and further accept and agree to the terms, conditions, policies, procedures and responsibilities.

Parent Print Name

Parent Signature

Date

SIGN AND RETURN THIS FORM IF YOU WOULD LIKE YOU STUDENT TO BE ISSUED A DISTRICT-PROVIDED CHROMEBOOK.



CHROMEBOOK HANDBOOK 2023-2024

THE POLICIES, PROCEDURES, AND INFORMATION WITHIN THIS DOCUMENT APPLY TO ALL CHROMEBOOKS USED AT THE SAUGERTIES CENTRAL SCHOOL DISTRICT BY STUDENTS, STAFF, OR GUESTS, INCLUDING ANY OTHER DEVICE CONSIDERED BY THE ADMINISTRATION TO FALL UNDER THIS POLICY. TEACHERS MAY SET ADDITIONAL REQUIREMENTS FOR CHROMEBOOK USE IN THEIR CLASSROOMS.

Introduction

This handbook and the attached agreement provide information concerning the Chromebooks used at the Saugerties Central School District. Students in grades K-5 will be provided with a district-issued Chromebook on a short-term, as-needed basis depending on the needs of the District. We selected a device that will have a positive impact on learning and is cost-effective. Chromebooks meet the above expectations.

Benefits of our Chromebook initiative include:

- Chromebooks will be configured remotely through the Google Administrative software. There is no software to install and no imaging needed to be done.
- Chromebooks provide 21st Century technology skills to students through the lens of a safe technological environment inside and outside of school.
- Chromebooks enhance classroom lessons and add to students' interest and intrigue in a variety of topics across curricula.
- Chromebook help shift classes from a direct instruction model to an interactive base model; students are required to think independently, create, and collaborate. This includes increased use of Internet research tools and online publishing.
- Chromebooks provide low-cost, yet up-to-date technology for schools.
- The Chromebooks and Google Apps open new and exciting ways for students to learn; preparing students for higher education and today's workforce. Hundreds of school districts across the nation and around the world have switched to Google Apps for Education and Chromebooks.
- Chromebooks provide students with continual remote access to classroom files.



Chromebook Specifications

May be one of the following brand/models

- **Dell 3180 / 3100 / 3110**
- **Lenovo 100e / 300e**
- **Asus C423N**
- **Samsung XE350**

Return

Any student who transfers out of the Saugerties Central School District **is required** to return to their Chromebook and accessories. This includes graduating students as well. Additionally, if provided on a short-term basis, the students shall be responsible for returning the Chromebook and accessories at the time and place designated when they received the device. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Main Office for inspection. If a loaner Chromebook is needed, one will be issued to the student through the Library/Computer TA until their Chromebook can be repaired or replaced. The Library/Computer TA will sign out the loaner Chromebook and sign it back in when it is returned.

General Precautions

The Chromebooks are computers and must be handled with care. There are several precautions that students can take to better protect their Chromebooks, which include, but are not limited to:

- No food or drink is allowed next to the Chromebook while it is in use.
- Cords and cables must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always make sure your Chromebook is at room temperature prior to turning it on.
- Do not use your Chromebook as a folder to store papers.
- Use your Chromebook on a flat, hard, stable surface.
- Do not insert things, especially metal objects, into the openings of your Chromebook.

Carrying the Chromebook



Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

Screen Care

The Chromebook screen 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 top of the Chromebook. Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen. Do not leave the Chromebook in direct sunlight or near a heat source.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).

Cleaning

Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened electronic/eyeglass lens cleaning tissue to clean the screen.

- Close your Chromebook carefully-from the center of the screen – don't slam it shut.
- Wipe surfaces lightly with a clean, soft cloth.
- Do NOT use water or other cleaning solutions on your Chromebook.
- To keep the screen clean.

Power Cable

- The Power Cable should be lined up straight with the connector when inserting and removing.
- Be careful not to jerk/pull/twist your Chromebooks around when the cables are attached.
- It is an expectation with the Chromebook will be fully charged every evening. Charging will not be allowed during the day.

Wireless Internet

- Your Chromebook is a wireless only device.
- A wireless network is required to use the device.



Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and academic/student handbooks can be accessed using the Chromebook.

At Home:

Once the Chromebooks are distributed, all students are required to take their Chromebook home each night throughout the school year or applicable time period for charging. Chromebooks must be brought to school each day in a fully charged condition. If fully charged at home, the battery should last throughout the day.

Managing Your Files and Saving Your Work

Students must save their documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Email

Students in need of email for academic reasons will only be allowed email access through an address assigned and subject to monitoring by the District. This email access will be through the District's Google Workspace for Education system and managed by the District. The interface can be monitored by network administrators and is subject to filtering of inappropriate content. The District's Google App for Education account will be setup to allow students to email students/teachers internally in our own domain for safety's sake. Students will **not** be able to email external email addresses unless a change in this policy is made by the District.

Students should only login to the Chromebooks using the official SCSD Google account login given to them. Students should not login or attempt to login to any other private Google account of their own on the District's Chromebooks.

General Guidelines

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- No private chatting during class without permission.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other District students and faculty.



Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of SCSD. Spot checks for compliance will be done by administration and staff. Personalized media are subject to inspection and must follow the District's acceptable use policy (AUP).

Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved by the District.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into school. The Chromebook is the property of the District and not to be considered privately held or possessed by the student.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff may restore the Chromebook to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it.

All files saved on the Chromebook that have been synced to Google Drive will be intact.

Protecting & Storing Your Chromebook

Chromebook Identification:

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

- Record of serial number
- Individuals Google Account username.

Under no circumstances are students to modify, remove, or destroy identification labels.



Storing Your Chromebook

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook should be charged fully each night at the student's home. Chromebooks should **never** be stored in a vehicle.

Chromebooks Left in Unsupervised/Unsecured Areas:

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location on multiple occasions.

Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier or device made specifically for this purpose when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad) Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will be restored with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and/or their parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Such misuse includes major scratches and damage to the unit itself, etc. Parents will be billed for parts and necessary labor required in such circumstances.



Repair Costs:

- \$75 - Screen Replacement
- \$50 - Broken Case / Broken Keyboard
- \$25 - Broken charging port / Broken Headphone Jack / Lost Charger
- \$300 - Full Chromebook Replacement

Accidental Damage or Loss Protection:

If a theft happens then please report it to the Main Office immediately. The District is capable of tracking all devices and we can usually find the device if reported quickly. If the District is unable to find the device, we will require a police report be submitted. A student making a false report will be subject to disciplinary action as outlined by the school discipline code. The Chromebooks are not covered for loss of the device and/or its accessories, cosmetic damage or damages caused by the intentional misuse and abuse. The District will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse, neglect, or abuse.

Chromebook Technical Support:

Actions Required in the Event of Damage or Loss:

Report the problem immediately to the [insert]. If the computer is stolen or vandalized while not at the District or a District-sponsored event, the parent should file a police report.

Services provided by tech services:

- Password identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates.

Substitution of Equipment

- If an extended repair is needed, a loaner device may be issued. The substitute device is not allowed to go home with the student.
- The student may not opt to keep a broken computer or avoid using the computer due to loss or damage. Please note that if the student forgets to bring the computer to school, a substitute may not be provided.
- The District reserves the right to charge the student and parent the full cost of repair or replacement when damage occurs due to gross negligence as determined by the administration.



- The student or parent may not purchase replacement parts, cases, or other items issued to the student on their own; payment shall be made to the District in accordance with the respective cost of the repairs or replacement needed. Equipment will be purchased by the District to ensure interoperability and uphold terms dictated by the equipment warranty provider.

General Care

- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with serial number or any identification placed on the computer.
- Do not do anything to the computer that will permanently alter it in any way.
- Keep the equipment clean. For example, do not eat or drink while using the computer.
- Always completely close the lid before moving it, even for short distances.
- Always store the computer in a bag/book bag. Note: do not store anything (e.g., cords, papers, or disks) in the area within the laptop case designed for the computer other than the computer itself as this may damage the screen.
- Shut down the laptop if the student is closing the case for an extended period of time.
- Do not grab and squeeze the computer, as this can damage the screen and other components.

Disclaimer

Given the nature of technology use and applications, provisions are subject to change over the course of the school year. If such changes occur, students and parents will be notified via school publications and web postings.