Student Technology Handbook
Grade 6 - 12

A student's guide for the use of technology
in the Penn-Delco School District

Guidelines for Students and Parents

Welcome Message

We are pleased to provide this Penn-Delco School District Technology Handbook to assist you with use of our instructional technology and Chromebooks. PDSD is committed to making purposeful use of technology to maximize student educational outcomes. When used appropriately, technology provides tools that can better prepare students for 21st Century post-secondary education and work environments. We view students' skills evidenced through the meaningful use of technology as a key step towards ensuring that all students are indeed "Ready for Life" upon graduation. This handbook provides students, parents, and teachers with detailed information about the use of both PDSD-owned and student-owned technology. Through the receipt of this handbook and the use of any Penn-Delco School District wireless networks, you agree to the terms and conditions of district policies governing technology. The complete texts of all of our board-approved policies, including those involved with technology, can be found on our website at www.pdsd.org, under the Board of Education tab, followed by "School Board Policies".

Dr. Mark Thomas
Director of Technology, Penn-Delco School District.

Introduction

As a component of our district's comprehensive plan, the Penn-Delco School District (PDSD) has implemented a one to one (1:1) technology program for Grades 6-12. Research indicates that the implementation of an effective 1:1 program results in increased student engagement, decreased dropout rates, and gains in student achievement. The use of 1:1 technology enables teachers to better develop a more student-centered, personalized learning experience. In addition, a 1:1 program assures greater equity as all students have access to the same resources in the classroom and at home.

One of the benefits of a 1:1 program is that students develop 21st century skills that are foundational to college and career readiness. Working in collaboration with the Teaching and Learning Department, our teachers will help students develop skills related to communication, collaboration, critical thinking, creativity and character. It is our belief that student access to technology enables teachers to create more authentic, relevant learning experiences for students.

Students are required to utilize the PDSD provided Chromebook as a key learning device, similar to assigned textbooks and other instructional materials. It is the intent of PDSD to maintain an environment that promotes ethical and responsible use of digital technology. The 1:1 program is an excellent opportunity for students to learn how to safely and responsibly maintain and utilize the technology resources provided by the district.

Parents and guardians are asked to partner with us to ensure that students are aware of the guidelines and policies related to the 1:1 program. This document shares the district expectations for the 1:1 program. Please read it and discuss it with your student(s).

I. Purpose of the Penn-Delco School District 1:1 Chromebook Program

In future-focused classrooms, Chromebooks benefit learners by allowing technology to serve as a teaching and learning tool while students develop essential technology proficiency and digital citizenship. Through blended instruction – a balanced approach that pairs technology and traditional instruction in the classroom, each learner is empowered to consume and synthesize information to produce connections and solutions along their unique path in life. Our District will utilize technology to help transform traditional instructional practices into those where students are empowered to take control of their learning in a digital environment.

A. Student Chromebook Preparedness

- Chromebooks play an integral role in student learning and classroom instruction. The district-issued device is part of each students' necessary classroom supplies, similar to a pencil, book, or paper.
- Students attend ***every class, every day*** prepared with a ***fully charged, district-issued Chromebook*** with the charging cord to recharge at school, if needed.
- We highly recommend designating a location in your home for the device to charge at night and to easily be placed in the student's backpack in the morning. Establishing this routine can be especially helpful to your child.
- If the device is lost or broken, loaners may be provided and repair requests should be issued. ***More information about damages and replacement costs can be found in this handbook.***
- If a student forgets their device, a small number of spare Chromebooks may be available in the classroom. If no spares are available, a device will not be issued.
- Students may not use a personal device, including phones, laptops, tablets, as substitutes for chromebook use or for other internet access purposes.
- Failure to bring a Chromebook to class is not an acceptable excuse for late/incomplete work.
- Students who are unprepared for class as a result of forgetting a chromebook are still expected to engage in classroom learning and are required to complete activities and assignments.
- Teachers may: Provide an alternate/paper activity or assignment; Allow students to share a device with a classmate and record responses on paper; Assign a portion of the activity or assignment for homework; and /or Require students to attend after school to complete assignment(s).
- Students who are repeatedly unprepared for class without a Chromebook may experience inherent consequences affecting academic performance and growth. Families are encouraged to work with their students, teachers or counselors to support the development of healthy organizational habits to ensure student assigned chromebooks are well-maintained and brought to school daily.

II. Terms of Chromebook Loan

Chromebooks for the Penn-Delco 1:1 program ***are the property of PDSD*** and ***are on loan to students in Grades 6-12.*** All district installed documents, images, videos and applications (Apps) on the device are also the property of the school district. The student will retain possession of the Chromebook until the device is end-of-life or until the student withdraws from school. Students are responsible for bringing the Chromebook to school, taking them home each day, and ensuring they are charged for use the following day. The Chromebook should not be left in unsecured locations.

A. Hardware and Software Issued

- Chromebook Computer
- AC Adaptor and Power Cord
- Google Apps for Education account and school network
- PDSD will purchase and distribute the devices with applications to help meet teacher and student learning goals
- PDSD will provide training and support to teachers and students in the use of the devices
- PDSD maintains the right to review and monitor any files or media stored on the devices
- PDSD maintains the right to remove files, media or applications from the devices
- PDSD maintains the right to remove a user's access to the network per Acceptable Use Policy (AUP)
- PDSD maintains the right to collect the device at any time

B. Chromebook Return Process

- All students who leave the school district and/or transfer to another school must return their device before the last day of school.
- When returning the Chromebook, students will be responsible to return both the Chromebook device and the power adapter.
- Failure to return these items in working condition may result in personal charges for replacements.

III. General Chromebook Care Guidelines

The Chromebooks for the 1:1 program are the property of PDSD and ***are on loan to students*** in grades 6-12. Every student must adhere to the following guidelines regarding the use and care of the Chromebooks.

A. Care of Equipment

Proper care of equipment can help the district reduce the cost of the district Chromebook program. Power cords and chargers are considered “wear-and-tear” items and are not covered under warranty. The district will not impose a fee to replace a power charger that has stopped working; however, there may be a fee imposed if the charger is lost or stolen.

Please use the following guidelines to prevent any unnecessary charges for this equipment:

- Students can personalize their device with a school-appropriate wallpaper background screen
- Students may take pictures and videos that are congruent with the Acceptable Use Policy and Code of Conduct.
- Students can send emails using the district issued email account for school-related assignments and events.
- Students can access district issued software applications to complete assignments and projects.
- Students should always disconnect the Chromebook from the power outlet before cleaning.
- Clean the screen with a soft, lightly dampened, lint free cloth, or use LCD approved anti-static screen cleaners or wipes.
- Clean the screen with a soft, dry cloth, or anti-static cloth.take pictures and videos that are congruent with the Acceptable Use Policy.
- Take precaution when placing the case on a flat surface. When using the Chromebook, keep it on a flat, solid surface for air to circulate. For example, using a Chromebook while on a carpet or bed can cause damage due to overheating.
- Liquid, foods, and other debris can damage the Chromebook. You should avoid eating or drinking while using the Chromebook.
- Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen.
- Never attempt to repair or reconfigure the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook.
- Take care when inserting cord, cables, and other removable storage devices to avoid damage to the Chromebook ports.
- Do not expose a Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

- Keep cords and chargers out of reach of small children and pets.
- Keep cords and chargers away from water and/or food.
- Do not use electrical tape on cords and chargers.
- Do not use third party cords or chargers unless provided by the district.
- Do not bend the cords unnecessarily.

B. Students should:

- Access district issued software applications to complete assignments and projects.
- Always disconnect the Chromebook from the power outlet before cleaning.
- Clean the screen with a soft, lightly dampened, lint free cloth, or use LCD approved anti-static. screen cleaners or wipes, or with a soft, dry cloth, or anti-static cloth.

C. Students should not:

- Pick up the Chromebook by the screen.
- Lean on top of the Chromebook.
- Place excessive pressure or weight on the Chromebook screen.
- Leave pencils, pens, or papers on the keyboard when closing the screen.
- Clean the screen with glass cleaner.
- Download personal applications onto the device.
- Take pictures or videos of teachers or students without permission.
- Mark, etch, or vandalize the Chromebook in any way.
- Attempt to make computer repairs or remove any device components.

D. Carrying the Chromebook

- Chromebooks should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case.
- Always close the lid before moving or carrying the Chromebook.
- Carefully unplug all cords, accessories, and peripherals before moving the Chromebook or placing it in the case.

E. Storing the Chromebook

- Avoid piling items and random things on top of the Chromebook.
- Avoid leaving a Chromebook at the bottom of a locker or cubby.

IV. Security Tips

A. NEVER leave a Chromebook in unsupervised or unsecure areas. Unsupervised areas include, but are not limited to:

- the cafeteria
- outdoor tables
- benches
- computer labs
- buses
- locker rooms
- media centers
- classrooms
- gyms
- dressing rooms
- restrooms
- hallways

B. Avoid using the Chromebook in areas where damage or theft is likely.

C. Chromebooks should not be stored in a vehicle at home. If a Chromebook is placed in a vehicle temporarily, it should not be visible from the outside.

D. During after-school events, students are still expected to maintain the security of the Chromebook. Unidentified Chromebooks will be confiscated by staff when clearly unclaimed.

E. Do not share logins, passwords or pin numbers (Exception: Students may share their password with parents/guardians).

F. Follow the internet safety guidelines.

G. Loaning Equipment to Others:

- Students may not lend Chromebooks or Chromebook components to others for any reason.
- Parents/legal guardians may use the Chromebooks to assist their child who is assigned the Chromebook with homework and school assignments.
- Parents/Guardians are not to TEST the Chromebook's capabilities regarding blocked sites by typing inappropriate sites into the computer. All sites that students access that are considered inappropriate are to be reported to a teacher, administrator, and/or technician as soon as possible.

V. Power Management

A. It is the student's responsibility to recharge the Chromebook's battery so it is fully charged prior to the start of each school day as power outlets may not always be accessible in the classroom for recharging.

B. Chromebooks should be placed in standby mode or hibernate, and if they will be used within the next 30 minutes; otherwise, the Chromebook should be shut down. Hibernate mode will use less battery charge but will start back up a little slower.

C. Dimming the brightness of the screen will extend the life of the battery.

D. All students are required to carry their chargers (AC Adapters) to school just in case there is an opportunity to recharge in a classroom.

E. Be careful not to cause a tripping hazard when plugging in the Chromebook.

F. For prolonged periods of inactivity, shut down the Chromebook to conserve battery.

VI. Software and File Management

A. General Information

- Chromebooks come with a standard pre-loaded image. This image may not be altered or changed in any way.
- Do not remove or add any software or change computer settings, unless directed.
- All software must be approved and installed by Penn-Delco School District.
- The school does not accept responsibility for the loss of any data that may occur through the re- imaging of Chromebooks.

B. Music, Games, or Programs

- The PDSD Acceptable Use Agreement states that students are expected to comply with ethical-use guidelines and abide by the federal copyright laws. Music, videos, and games may not be downloaded, installed, or saved to the hard drive. Music and games can be disruptive during class and may not be used in school unless the student has permission from the teacher for an educational project. Online gaming is allowed at home if all of the following conditions are met:
  - The content of the game is school appropriate.
  - The student has permission from a parent/guardian.
  - The game is in support of education.
  - No download of any kind is needed.

C. Network Student Storage/Saving Files

- Students' "Google Drive" folders will give students access to storage space through a unique student login.

D. Passwords

- Students will login under their assigned usernames and passwords. Students will not share their password with other students.

E. Sound

- Sound will be muted at all times at school unless permission is granted. Headphones can be used in class only with the expressed permission of the teacher.

VII. Email and Internest Use

A. Email accounts are provided by the school (Grades K-12). Email correspondence will be utilized for educational purposes only.

- Electronic communication coming from or going to the school issued Chromebooks can and will be monitored to make sure the terms of the agreement are being followed.
- Digital communications etiquette is expected by all students using all school provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses and online collaboration sites.

B. As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for school and home use on the Chromebook.

- Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds.
- Penn-Delco School District cannot guarantee that access to all inappropriate sites will be blocked. No internet filter can ever replace the effectiveness of adult supervision when students are accessing sites on the internet.
- It is the responsibility of the user to appropriately use the Chromebook, network, and the Internet.
- The district is not responsible for any harm suffered while on the Internet or network.

C. Students are required to notify building personnel if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

D. Email should be used for educational purposes only.

E. Email transmissions may be monitored by staff at any time to ensure appropriate use.

F. An email account should only be used by the authorized owner of the account.

G. Emails may be retained per PDSD retention policy.

H. Students should take precautions to protect their passwords by not sharing them with others.

VIII. Printing from the Chromebook

A. At School

- Any documents that require printing can be printed at school.

B. At Home

- If a student chooses to print school work at home, he/she will need to connect a Chromebook-capable printer to the Chromebook.
- District tech staff are not responsible for providing tech support with home printing options.

IX. Internet Safety

To promote safe internet use, students should:

A. Immediately report any unauthorized activity on the Internet or network.

B. Notify a teacher if you accidentally access an inappropriate site.

C. Notify a teacher immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

D. Never read someone else's email or open their folders or files.

E. Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.

F. Never arrange to meet an unknown person utilizing social networks from the Internet.

G. Observe all copyright laws; do not claim authorship of work copied from a website or from any other source; accurately cite sources of information.

H. Protect your user account by keeping your password secure and logging off or locking when not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged on you are responsible. Keep your password a secret.

I. Protect personal information. Never give full names, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know!

J. Avoid on-line sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

X. Faulty or Damaged Chromebooks or Equipment

The school has a loaner pool of exchange Chromebooks available if the issued device stops working or is damaged. If a Chromebook stops working or is in need of repair, the student will be able to exchange it for a working device. Students should follow the protocols below for devices in need of repair or replacement:

A. Sun Valley High School: Students should take the following steps if their Chromebook needs repair at the high school:

- Students bring the Chromebook to the office.
- Office personnel will assist the student with starting the repair/loan process.
- Students receive the loaner Chromebook.
- Students are informed when Chromebook is repaired/replaced.

B. Northley Middle School: The following steps should be followed if the Chromebook needs to be repaired in the middle school:

- Teachers will contact the tech office to request support on behalf of their students.
- Tech will go to the classroom to assess pending Chromebook issues.
    - Software Issues:
        - Tech will take appropriate action to resolve such issues.
        - If further assessment is required, tech will provide a loaner Chromebook until the issue is resolved.
        - Students are informed when the Chromebook is ready to be returned.
        - Tech will arrange any necessary exchanges.
    - Hardware Issues:
        - Tech will perform a damage assessment.
        - Tech will provide a loaner Chromebook until the issue is resolved.
        - Students are informed when Chromebook is repaired/replaced.
        - Tech will arrange any necessary exchanges.

C. Elementary School: The following steps should be followed if the Chromebook needs to be repaired in one of the elementary schools:

- Students should report any issues to the teacher.
- Teacher makes a repair request to technology.
- Tech department picks up the broken Chromebook and fills out a form to initiate the repair/loan process.
- Email is sent to the students and parents/guardians.
- Students receive the loaner Chromebook.
- Upon repair, tech returns to the classroom and exchanges the repaired Chromebook with the loaner.

XI. Lost Equipment

If any equipment is lost, the student or parent must report it to the school immediately. A student should notify a teacher or administrator, and the staff member will assist him/her. Students/families are financially responsible for lost equipment.

XII. Stolen Chromebook and Equipment

If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner. If there is no evidence of theft, or if the equipment has been lost due to student negligence, the parents/guardians will be responsible for the full cost of replacing the item(s).

XIII. Technology Fees

Penn-Delco School District will provide a Chromebook and power adapter to each student enrolled in the district in Grades 6-12. Many school districts have chosen to charge an annual technology usage fee to support their program. Penn-Delco School District has opted to forgo a specific usage fee. However, parents/guardians and students will be held accountable for damages to the Chromebook, similarly to damage to any other district property such as equipment, textbooks, etc.

Fees will be assessed at the actual cost of replacement or repair.

NOTE: Parents can purchase a 3rd party insurance policy covering accidental damage, loss, and theft. Third party insurance is covered through School Device Coverage but must be purchased during the yearly open enrollment period. Only original equipment (ex. Chromebook, power chargers) will be accepted at the time of return. Students will be responsible for the cost of replacement if they fail to return the original equipment that has been assigned to them.

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PART	PRICE
Screen repair/replacement	$84.99
Keyboard repair/replacement	$61.99
Keyboard w/palm rest	$79.99
TouchPad	$59.99
Power Adapter repair/replacement	$20.00
Chromebook replacement (Lost Device)	$238.00

NOTE: Parents can purchase a 3rd party insurance policy covering accidental damage, loss, and theft. Third party insurance is covered through School Device Coverage but must be purchased during the yearly open enrollment period. Only original equipment (ex. Chromebook, power chargers) will be accepted at the time of return. Students will be responsible for the cost of replacement if they fail to return the original equipment that has been assigned to them.

XIV. Device Security

PDSD strives to maintain the safety and security of our network. Students who identify or know about a security issue are expected to convey the details to a teacher, administrator, or technology staff representative without discussing it with other students.

In our effort to protect student security, each student will be given a secure login to programs. These accounts will be used by the authorized user of the account for its authorized purpose.

A. Internet Security

- Two primary forms of internet security exist
  - network firewall
  - internet filtering.
- PDSD strives to strike a balance between usability of the equipment and appropriate security to prevent units from being used to cause damage to the Penn-Delco School District network.

B. Network Security

- In order to protect the network and the devices, students should not attempt to download or install software on the chromebook, remove software or change the system settings.

C. Internet Filtering

- PDSD maintains an on-site internet filtering software package. This program automatically filters all student access to the internet.
- PDSD also utilizes a Chromebook content filtering solution to filter student access outside of the district environment.
- Use of this solution does not replace the parental responsibility to monitor student use at home.
- Parents are ultimately responsible for the content that their student consumes outside of the school district network.

D. Device Management System

- The Chromebooks in the 1:1 program are designated for educational purposes.
- In order to maintain the Chromebooks, the district uses the Google Admin Console to remotely control applications and settings on the devices.
- The device management tools utilized by the district can sometimes be used to locate lost and stolen devices.
- If a lost or stolen device is located, PDSD would work in cooperation with state and local police to retrieve the device.

XV. Copyright and Plagiarism

A. Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

XVI. Google Account for Students

A. Purpose: All PDSD students are issued a Google Apps for Education account. This allows students to safely and effectively communicate and collaborate with PDSD staff and classmates.

XVII. Chromebook Cameras

A. Each student Chromebook is equipped with a camera. Cameras are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project.
- Recording a student giving a speech and playing it for rehearsal and improvement.

B. Students should adhere to the Acceptable Use Policy (Policy 815.1). Students may never take pictures or videos of students or teachers without their permission.

Device FAQs

My child has their own computer at home. Can my child use it instead of a school-issued Chromebook?
No, all students must use the school-issued Chromebooks which are specially configured for classroom use and managed to enhance functionality and student safety. The district has carefully chosen a suite of apps to support student learning, all of which are installed onto the district-issued chromebooks.

What if I just don't want my child to have a Chromebook?
The Chromebooks are an integral part of the student's educational experience. Students will need the Chromebook to complete assignments, collaborate with classmates, access assessments, and complete interactive assignments. Teachers will use the Chromebook to differentiate instruction and to address the specific learning needs of students.

How will the Chromebooks be set up?
Student Chromebooks will be managed and suites of carefully chosen apps will be installed on the Chromebooks by the IT department. Decisions about what apps and content will be placed on student Chromebooks will be decided in part by teachers, departments, and the technology staff. Chromebooks are configured to access the Internet through the school's Internet filtering system when they are connected at school.

Can students download apps?
No. Students and parents are never permitted to download apps unless given specific permission by administration. The school has carefully selected an extensive suite of applications. We will continuously seek out the best educational materials and will solicit suggestions from students, faculty, and parents.

Can other people use the Chromebook during the school day?
No. The Chromebook is intended to be an individual student tool and is the responsibility of a particular student. Borrowing or lending Chromebooks at school is not allowed.

When and where can I use my Chromebook at school?
The Chromebook is an academic tool to be used in the classroom under teacher supervision. Chromebooks are not to be taken into any place labeled as a Chromebook-free zone by building administration.

Device FAQs

When and how may I use my Chromebook to record and post images, audio, and video?
We are excited to integrate the capabilities of the Chromebook in classroom activities. Everything produced on the Chromebook should show respect for others. Inappropriate use of the Chromebook to capture images, audio, or video without the permission of the teacher is not allowed.

How will the Chromebook be charged?
Students will be issued plug adaptors and cables for charging their Chromebooks at home. The Chromebook can hold a charge for approximately 10 hours, and our expectation is that students arrive at school each morning with their Chromebook fully charged. A replacement fee will be charged to student accounts for lost cables and chargers. Parents are encouraged to set up a safe charging area in their home to facilitate nightly charging. Students should use the school-issued charger to charge the Chromebook.

Will the district provide my child with Internet access at home?
No. However, an at-home internet connection will enable a student to use his/her Chromebook for Internet research, access files stored in the cloud, and to complete some assignments. The school will provide content filtered Internet access at school. The school district may promote links to discount internet providers from time to time to assist families with the cost of internet service in the home.

Will the district take steps to prevent access to inappropriate websites?
Yes. Student Chromebooks will be configured to use the district web-filter in the district. Penn-Delco School District has a content filter in place to meet federal guidelines while students use the internet at school.

What will happen if a student does not bring his or her Chromebook to school?
Students will still be responsible for the completion of their classwork, without the use of the device. These are the same expectations that would apply if a student forgot a textbook or other class resource.

If I withdraw my child from PDSD schools, what must I do?
If you withdraw from school or have been withdrawn as a result of extended illegal absences, you must return the Chromebook and charger to Penn-Delco School District. If the Chromebook and accessories are not returned, Penn-Delco School District will assess a charge to replace the school property that has not been returned, or contact the appropriate law enforcement authorities if it appears that the property has been stolen from the district.

Parent/Guardian Responsibilities

Penn-Delco School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe device use in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Parent/Guardian Responsibility
In order for the student to be permitted to take his/her Chromebook home, the student and his/her parent/guardian must sign the Student/Parent 1:1 Technology Agreement. The parent/guardian/student may be responsible for the cost of repair or replacement.

Monitor Student Use at Home
The parent/guardian agrees to exercise standard, expected normal parental/guardian oversight of student use of the computer at home or away from school. The best way to keep students safe and on-task is to have the parent/guardian involved in their child's education.

Helpful Tips

- Investigate and apply parental controls available through your internet service provider.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Consider requiring device use in common rooms (e.g. living room or kitchen).
- Demonstrate a genuine interest in what your student is doing on the chromebook. Ask questions and request your child show his or her work often.