



*Pickerington Schools*  
**Student Device  
Handbook**

## **Receiving Your Device**

The Chromebook and all accompanying equipment, such as the charger (hereafter, collectively “Chromebook”) will be distributed during the first full week of school. Parents and students must sign and return the Device Agreement before the Chromebook can be issued to the student.

## **Ownership of the Chromebook**

PLSD retains the sole right of ownership and possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only. Moreover, PLSD’s administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to monitor student work or to alter, add, or delete installed software or hardware.

## **Student’s Responsibilities**

Student and parent/guardian are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District’s Acceptable Use Policy and the Student Chromebook Handbook when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in loss of instruction.
  - Note: A fully charged Chromebook should last at least 8 hours.
- Students must treat their Chromebooks with care and never leave them in an unsecured location.
- Students must report any problems with their Chromebooks to their homeroom teacher (elementary) or the media center as soon as possible.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.

- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.

### **Responsibility for Electronic Data**

- The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the PLSD staff.
- Students are responsible for backing up their data to protect it from loss.
- Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### **Devices Left At Home**

If students leave their Chromebooks at home, they are responsible for getting the coursework completed as if they had their Chromebooks present. If a student repeatedly leaves his/her Chromebook at home, he/she will be subject to appropriate disciplinary action.

### **Protecting Your Data and Files**

Students are responsible for the appropriateness of all files, data, and internet history on their Chromebooks. Although these devices will be logged and filtered on and off campus, it is still the responsibility of the student to use good judgment when accessing or transmitting data. Do not take photos or videos of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized data, photos, audio, or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

### **Cost of Repairs/Replacement**

Pickerington Schools recognizes that with the implementation of the One2One initiative, there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the following charges in place, which are subject to change

If you do not select the Technology Protection Plan, you will be responsible for paying for the needed parts or replacement Chromebook if needed. The prices do not include labor which ranges from \$15-50/repair. You will be issued one charger with your Chromebook. The Technology Protection Plan does not cover the charger or Chromebook if lost. The total replacement cost for the device is \$300.

### **Vandalism and Theft**

In cases of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent as soon as practical but in no case more than 48 hours after the theft of vandalism is discovered. The police report must be presented to the building principal. Further, students/parents must contact their building principal ASAP after the Chromebook is determined to be stolen, lost, or vandalized.

### **Technical Issues/Damage/Loss**

Take your Chromebook to your school's media center if you experience any technical problems or damage. If it cannot be fixed at that time, a loaner device will be issued to you, if available. All device policy agreements and the technology protection plan will remain in effect for the loaner device.

### **Audio & Sound**

The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones may be used in the classroom based only upon individual teacher approval.

### **Device Identification**

Student devices will be labeled in the manner specified by the district. Devices can be identified based on the serial number. Do not remove any identifying labels or markings.

### **Personalizing Devices**

Students are not permitted to place stickers on the Chromebooks. Students may place school-appropriate stickers on the case of their Chromebooks. The presence of weapons, alcohol, drugs, or gang-related symbols or pictures is not permitted per school/district policies. Stickers CANNOT cover the PLSD logo, the asset tag number, or the indicator light.

### **Check-In**

Chromebooks for 4th, 8th, and 12th-grade students must be returned to the building media center during the final weeks of the school year by the date announced each spring. Any student who withdraws, terminates enrollment, or is expelled must return their device and accessories immediately. If a student fails to return the device and/or accessories when requested, the student will be billed for the replacement cost of the device and/or accessory. Any device not returned or immediately paid for in full will be considered stolen property and law enforcement may be notified.

### **Care of the Device**

The Chromebook is the property of Pickerington Schools and all users will follow these rules and the Acceptable Use Policy. Students are responsible at all times for the care of the device to which they are assigned.

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, ammonia, or abrasives to clean the device.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- Students will not have the opportunity to charge their devices at school, devices are to come to school, each day, charged to 100%.
- Too much pressure may crack the screen, avoid placing anything on top of the device.
- Do not cram the device in a bag or locker.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
- Never leave your device on the floor, a chair, or a sofa. Stepping or sitting on the device could cause significant damage.
- Do not disassemble or attempt to repair the device, or take the device to a third party for repair. All repairs must be made by the PLSD Technology Department.

### **Transporting Devices**

When transporting the device between classes or outside the building you are required to close the lid. NEVER walk with the device open. Students are required to take their devices home every day after school, regardless of whether or not they are needed.

## **Passwords**

Students will be required to maintain an updated password on their devices.

Students may NEVER share, distribute, or otherwise allow other students access to their password. At any time a parent, teacher, or school administrator may request and obtain the password and access to the device.

## **Chromebook FAQ's**

### **Q. What is a Chromebook?**

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebooks are ideal for any time, anywhere access to the web."

### **Q. What kind of software does a Chromebook run?**

A. "Chromebooks run thousands of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store."

### **Q. How are these web-based applications managed?**

A. Each Chromebook we provide to students will be a managed device. Members of the Pickerington Local School District Technology Department will maintain devices through our Google Workspace account.

### **Q. Can the Chromebook be used anywhere at any time?**

A. Yes, as long as you have a wi-fi signal to access the web. There is an offline option, as well, when using Google Drive, and when students enter a wi-fi connection, it syncs again with the student's Google account.

**Q. Will our Chromebook have 3G/Cellular Signal?**

A. No. The district Chromebooks will not have 3G broadband or a cellular signal.

**Q. Is there antivirus software included with the Chromebooks?**

A. No, there is not. As all of the data is stored in the cloud, there is no need for antivirus software. They do, however, come with web filtering.

**Q. How long will the Chromebook run on a fully charged battery?**

A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day without interruption of use.

**Chromebook Care Reminders**

- Take good care of your new Chromebook. You will use the same Chromebook for 4 years.
- Carry your Chromebook with both hands.
- Set your Chromebook on a flat surface to use it. An example of a flat surface is a desk or table.
- Keep food and drinks away from your Chromebook. *In other words, do not eat or drink while you are using the Chromebook. Instead, take a study break away from your Chromebook.*
- Never place a heavy object or a lot of objects on top of your Chromebook.
- Charge your Chromebook every night at home.
  - If you close the lid of your Chromebook, you will help save the battery.
  - You can use your Chromebook when the level is low. Just remember to charge when you get home.

- When you plug in your Chromebook to charge it, look for the charging light indicator. This will assure you that your Chromebook is being charged.
- Let the Chromebook completely charge to a full battery.
- Charging a Chromebook could take up to 4 hours. Therefore, plug it in to charge and go do something else.

## [DEVICE PROTECTION PLAN](https://sites.google.com/plsd.us/plsd-digital-content-guide/educators/technology-protection-plan)

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## [DEVICE AGREEMENT FOR ONE2ONE](https://sites.google.com/plsd.us/plsd-digital-content-guide/educators/one2one-device-agreement)

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