

POUSD Chromebook/iPad Guidelines for Students and Parents

This document provides detailed information to parents and students about how to care for the technology being entrusted to them.

I. Receiving a Chromebook or iPad

A. Student Agreement

- 1) Students and Parents will sign the **STUDENT Chromebook/iPad User Agreement** form accepting a Chromebook/iPad, and by signing, agree to the terms of use at Piner-Olivet Union School District (POUSD). They will be checked out Chromebooks/iPads via their school library check out system.
- 2) Chromebook/iPads will stay at school. They are not to be taken home (unless in distance learning).

B. Student Distribution

- 1) Chromebook/iPads will be assigned to students via their library accounts and be stored in their homeroom.
- 2) Each student will be checked out a Chromebook/iPad with a specific number/serial number. They will be responsible for this device until it is turned in at the end of the year.

II. Returning the Chromebook/iPad

A. End of Year

- 1) At the end of the school year, students will make sure their Chromebook/iPad is checked in appropriately and returned to their school library.
- 2) The school library tech will check in all Chromebook/iPads and make necessary reports regarding damage to the district tech department.
- 3) School staff will make contact with parents regarding damaged or lost equipment.

B. Transferring/Withdrawing Students

- 1) Students that transfer out of or withdraw from POUSD must turn in their Chromebook/iPads to the assigned homeroom teacher.
- 2) Failure to turn in the Chromebook/iPad will result in the student being charged the full replacement cost for each missing asset.
- 3) POUSD may also file a report of stolen property with the local law enforcement agency.

III. Taking Care of the Chromebook/iPad

- Students are responsible for the general care of the Chromebook/iPad they have been issued by the school. Students with Chromebook/iPads that are broken or fail to work properly must take the device to their school library at an appropriate time so that they can be taken care of properly. The Chromebook/iPad will be checked in and sent for repairs. Students will be issued another Chromebook/iPad immediately.

E. Screen Care

- 1) The Chromebook/iPad screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- 2) Do not put pressure on the top of a Chromebook/iPad.
- 3) Do not store a Chromebook/iPad with the screen open.
- 4) Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- 5) Never lift the Chromebook/iPad by the screen.
- 6) Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

F. Asset Tags

- 1) All Chromebook/iPads will be labeled with a POUSD asset tag. The tags may not be modified or tampered with in any way.
- 2) Students may be charged up to the full replacement cost of a Chromebook/iPad and/or receive disciplinary action for tampering with a tag or turning in a Chromebook/iPad without a tag.

IV. Using Chromebook/iPads

A. Media

- 1) Inappropriate media (pictures, music, movies, etc.) may not be used as Chromebook/iPad backgrounds or themes. The presence of such media will result in disciplinary action.
- 2) Inappropriate media (images, videos, etc.) may not be stored on or accessed on the Chromebook/iPad. The presence of such media will result in disciplinary action.

B. Audio

- 1) Sound must be muted at all times unless permission is obtained from a teacher.
- 2) Headphones or earbuds are strongly encouraged to be brought along with Chromebook/iPads. The use of them will be at the teacher's discretion. Headphones will be provided by the school for use during standardized testing.
- 3) Students may provide their own personal headphones and/or ear buds (for sanitary reasons). POUSD is not liable for any damage or loss.

C. Printing

- 1) Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebook/iPads (without explicit teacher permission).
- 2) Network Access and Security will only allow students to log into their Chromebook/iPads using only their school issued Google Apps for Education account.
- 3) Students should never share their account passwords with others, unless requested by an administrator.

D. Managing and Saving Digital Work with a Chromebook/iPad

- 1) The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and from most mobile Internet devices.

F. Virus Protection

- 1) Chromebook/iPads use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- 2) There is no need for additional virus protection.

G. Content Filter

- 1) The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).
- 2) All Chromebook/iPads will have all Internet access provided by the Sonoma County Office of Education.
- 3) Content may be filtered, protected, and monitored by the county or district central office. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

H. Software/Google Apps for Education

- 1) Chromebook/iPads seamlessly integrate with the Google Apps for Education (GAFE) suite of productivity and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- 2) Students may not use Google Chat, Hangouts, or any other Chat App without explicit staff permission.
- 3) All work is stored in the cloud.

H. Chrome Web Apps and Extensions

- 1) Students will not have the ability to download apps and extensions from the Chrome Web Store.
- 2) Apps and Extensions are also subject to internet filtering.

I. Chromebook/iPad Identification

- 1) POUSD will maintain an inventory of all Chromebook/iPads that includes the Chromebook/iPad serial number, asset tag code, and name and ID number of the student assigned to the device. Chromebook/iPads will be checked in and out to the students in a very similar way to when library books are checked in and out.
- 2) Each student will be assigned the same Chromebook/iPad for the school year of his/her time at POUSD. Take good care of it!

VIII. Repairing/Replacing Chromebook/iPads All Chromebook/iPads in need of repair must be brought to the library and checked in for repairs as soon as is possible and appropriate.

A. Vendor Warranty

- 1) Chromebook/iPads include a one-year hardware warranty from the vendor.
- 2) The vendor warrants the Chromebook/iPad from defects in materials and workmanship.
- 3) The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook/iPad or, if required, a Chromebook/iPad replacement.
- 4) The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.



PINER-OLIVET UNION SCHOOL DISTRICT STUDENT Chromebook/iPad User Agreement

This form must be turned into Homeroom teacher before Chromebook/iPad is assigned/given to student

PINER-OLIVET UNION SCHOOL DISTRICT has initiated a 1:1 iPad program in grades TK-2nd and the Chromebook program in grade 3-12 for students and teachers in an effort to embrace 21st Century Skills. Some of our goals for students include:

- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.
- To prepare students for a 21st Century environment.

Acceptable Use Student use of the Chromebook/iPad falls under their respective Student Handbook and this agreement. While at school, Internet and Chromebook/iPad use will be monitored through district and county level management software. Anyone found violating acceptable use will be subject to disciplinary actions.

Student Agreement I understand that my student Chromebook/iPad is designated for educational purposes and therefore my actions may cause for the removal of my Chromebook/iPad privileges.

_____ Student Name (Printed)

_____ Student Signature

_____ Homeroom Teacher

_____ Grade

Parent or Guardian Agreement My child's actions may cause for the removal of his/her Chromebook/iPad privileges. I am responsible for a lost Chromebook/iPad or charger. (Broken Chromebook/iPads that are accidental are covered by insurance.) As the parent or guardian of this student, I have read and agree to the guidelines in the Chromebook/iPad User Agreement.

_____ Parent Name (Printed)

_____ Parent Signature

Date: _____