# Pine Grove Area School District
# 2022-2023 Chromebook Care and Procedures (CCP) Agreement

**Receiving Your Chromebook**

1. Parent/Guardian Orientation

   All parents/guardians are required to sign the *Pine Grove Area Chromebook Protection Plan/Agreement Waiver* form, the *CIS Acknowledgement and Consent Form*, and the Chromebook Care and Procedures (CCP) Agreement before a Chromebook can be assigned to their student.

2. Chromebook Distribution

   All students who have submitted a signed *Pine Grove Area Chromebook Protection Plan/ Agreement Waiver* form, the *CIS Acknowledgement and Consent Form*, and the Chromebook Care and Procedures (CCP) Agreement will be assigned a Chromebook to use all year long.

**Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook assigned to them. Chromebooks that are broken or fail to work properly must be taken to the building office so that any issues can be addressed properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

1. General Precautions

   o Food or drink should not be next to a Chromebook.

   o Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.

   o Chromebooks should not be used or stored near pets.

   o A Chromebook should not be used with the power cord plugged in when the cord may be a tripping hazard.

   o A Chromebook must remain free of any writing, drawing, stickers, labels, etc.

   o Heavy objects should never be placed on top of a Chromebook.

   o Do not leave a Chromebook in extreme heat or cold.

   o Do not leave a Chromebook in a vehicle or place it on top of a vehicle.

2. Cases

   o Pine Grove Area School District-issued cases must remain on the Chromebook at all times.

   o Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage.

- o   It remains the student's responsibility to care for and protect his/her device.
- o   A student may be charged up to the full replacement cost of the Chromebook for tampering with the case.

3. Carrying

- o   Always transport Chromebooks with care and in Chromebook-issued protective cases (Failure to do so may void the Protection Plan Agreement).
- o   Never lift Chromebooks by the screen.
- o   Never carry Chromebooks with the screen open.

4. Screen Care

The Chromebook screen can be damaged if subjected to rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- o   Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, paper clips, etc.)
- o   Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

5. Asset Tags

- o   All Chromebooks will be labeled with a District asset tag.
- o   Asset tags may not be modified or tampered with in any way.
- o   Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

**Using Your Chromebook at School**

Students are expected to bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

1. Charging

- o   A student must ensure the Chromebook is brought to school fully charged each day.

2. Repairs

- o   Loaner computers may be issued to students when they leave their school-issued Chromebook for repair in the building office.
- o   A student borrowing a loaner computer will be responsible for any damage to or loss of the loaned device.
- o   Students will be notified when their devices are repaired and available to be picked up.

**Using Your Chromebook Outside of School**

Students have the privilege of taking their Chromebooks home nightly. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while

not connected to the Internet. Students are bound by the Pine Grove Area School District *Acceptable Use (CIS) Policy #815,* administrative procedures, and all other guidelines in this document wherever and whenever they use their Chromebooks. Since the student is responsible for whatever the Chromebook is used for, it is advisable to not let anyone else use your Chromebook.

## Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks being used at school will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Internet activity outside of the district will be recorded. It is the responsibility of the parent/guardian to monitor their child's use of the Chromebook at home.

## Repairing/Replacing Your Chromebook

1. Repair Drop-off

   o All Chromebooks in need of repair must be taken to the building office during the day with teacher permission only.

   o A staff member will analyze and repair the machine.

   o If a Chromebook or parts are damaged from misuse, the student will be held responsible for replacement or repair costs as outlined in the *Pine Grove Area Chromebook Protection Plan Agreement/Waiver* form.

## No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

1. Monitoring Software

   o Teachers, school administrators, and the technology department staff will monitor activity on student Chromebooks while at school.

   o Teachers, school administrators, and the technology department staff may monitor activity on student Chromebooks while at home.

## Appropriate Uses

Refer to the district's *Acceptable Use (CIS) Policy #815* for detailed guidelines regarding the acceptable use of technology and the Internet.