



Pine Grove Area School District 2020-21 Chromebook Guidelines

Grades 3-12

To receive and be allowed to use a Chromebook at Pine Grove Area School District, the parent/guardian and student must read, sign, and return the following three forms:

- Chromebook Protection Plan Agreement/Waiver
 - FEE WAIVED for 2020-21 school year
- Communications and Information Systems (CIS) Acknowledgement and Consent Form
- Chromebook Care and Procedures (CCP) Agreement Acknowledgement Form

The final three pages of this packet are the *Chromebook Care and Procedures (CCP) Agreement for Students and Parents*. These pages should be removed from this packet *before the signed agreements are returned* and kept with the parent/guardian and periodically reviewed with the student.

If you have any questions about these forms or the use of technology at Pine Grove Area School District, please contact your child's principal.

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***** PLEASE RETURN THIS FORM *****

**Pine Grove Area School District
2020-21 Chromebook Protection Plan Agreement/Waiver - Grades 3-12**

Pine Grove Area School District recognizes that the distribution and implementation of student Chromebooks to be used at school and home requires a need to protect the investment by both the district and the student/parent. The following information outlines the various areas of protection: warranty, accidental damage protection, and insurance. The parent/guardian will have the option to purchase a protection plan described below before the device is issued to the student. If the parent/guardian chooses not to purchase the protection plan, they must sign the waiver at the bottom of this form before the device is issued to the student. The protection plan **ONLY** covers the device and is valid only with proper compliance to the *Chromebook Care and Procedures (CCP) Agreement*. If lost or damaged, the cost of the replacement cord and/or charger are the responsibility of the parent/guardian. If the device is damaged or is not working properly, it must be returned to the main office of their building for repair or replacement. If the problem is identified as warranty work, a spare device may be made available to the student. The student and parent/guardian are **NOT** authorized to attempt repairs themselves or to contract with any other individual or business for repair of the device.

The device, which is the property of the Pine Grove Area School District, will remain in the possession of the student throughout their middle school or high school career. Students in grades 3 and 4 would return their device at the end of the school year. In the event of withdrawal for any reason, the device will be returned in the condition in which it was given. The parent/guardian will be responsible to reimburse the district for the value of any device that is not returned.

Protection Plan

A school district protection plan is available to cover the device's replacement or repair in the event of theft or accidental damage. A police report must be filed to be classified as theft. Loss and damage determined by the district to be intentional are not covered by this plan. Any costs associated with lost, intentionally damaged equipment, or damage associated with failure to comply with the *Chromebook Care and Procedures (CCP) Agreement* is the responsibility of parent/student. The protection plan cost is **WAIVED** for the 2020-21 school year. This plan includes one repair/replacement. Any subsequent incident that requires repair or replacement will incur a \$40.00 deductible.

This Chromebook Protection Plan Agreement, which must be signed each year by the parent/guardian and student, will be kept on file in the technology office. A copy will be given to the parent/guardian upon request.

Waived Coverage

The parent/guardian agrees to pay for the repair or replacement of the device at a cost not to exceed the initial value of the Chromebook of \$250.00 should the device be stolen, lost, or damaged in any way. The replacement cost must be provided before an additional device is checked out to your student. If the parent/guardian waives the Chromebook Protection Plan, the parent/guardian accepts full responsibility for any loss, theft or damage to the device and accessories while issued to the student. In the event that the device is returned damaged, all costs and fees related to the cost of repair will be the responsibility of the parent/guardian.



I understand that the protection plan fee is waived for the 2020-21 school year and understand that any subsequent incident that requires repair or replacement will incur a \$40.00 deductible.

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date

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Pine Grove Area School District
2020-21 Communications and Information
Systems (CIS) Acknowledgement and Consent
Form

The student agrees that they have read and understood the [Acceptable Use of Communications and Information Systems \(CIS\) Policy #815](https://tinyurl.com/PGA815) (<https://tinyurl.com/PGA815>) and agree to comply with it. In addition, my parents and I have the opportunity to obtain information from the school district on anything I do not understand regarding this policy. I understand that if I violate the policy, I am subject to the school district's discipline and could be subject to Internet Service Provider, as well as local, state, and federal legal recourse.

Please sign and date below:

Print Student Name	Student Signature	Grade	Date
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Print Parent/Guardian Name	Parent/Guardian Signature	Date
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***** PLEASE RETURN THIS FORM *****

Pine Grove Area School District
2020-21 Chromebook Care and Procedures
(CCP) Acknowledgement Form

The student and parent/guardian(s) agree that the Chromebook is to be used only for school educational purposes and have read and agree to the *Chromebook Care and Procedures (CCP) Agreement*. If the student fails to use the Chromebook as provided by this agreement, the student and/or parent/guardian will be responsible for full replacement cost.

Please sign and date below:

Print Student Name	Student Signature	Grade	Date
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Print Parent/Guardian Name	Parent/Guardian Signature	Date
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The final three pages of this packet are the *Chromebook Care and Procedures (CCP) Agreement for Students and Parents*. These pages should be removed from this packet *before the signed agreements are returned* and kept with the parent/guardian and periodically reviewed with the student.

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Pine Grove Area School District

2020-21 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. Students in Grade 3 and 4 will return their Chromebook at the conclusion of each school year.

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

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.