



*"Commitment to Excellence"*

## **1:1 CHROMEBOOKS IN-SCHOOL INITIATIVE**



**Neshannock Township School District**

Neshannock Township School District's  
1:1 Chromebook In-School Initiative

# Table of Contents

- N** Planning for In-School Chromebook Implementation
- N** Storage and Charging
- N** Assignment of Chromebooks to Teachers
- N** Warranty and Insurance
- N** Chromebook Device Repairs
- N** Cost of Repairs
- N** Classroom Procedures
- N** Expectations of Students Using the Chromebooks During "Free Time"
- N** Proper Care and Handling of Chromebooks
- N** Substitute Policy
- N** Chromebook Assignment Sheet

## Planning for In-School Chromebook Implementation

Chromebooks under the current policy **do not** leave the school building. They can be moved from room to room with teacher approval. Students are responsible for these devices at all times. Chromebooks will be returned to the charge stations daily at the end of the school day schedule. Students in grades 7-12 will return their Chromebooks to their carts during 9<sup>th</sup> period and all elementary students will return their Chromebooks to their carts located in homeroom.

## Storage and Charging



All Chromebook charging carts and Chromebook devices will be labeled. Each classroom set of Chromebooks assigned to teachers will be stored in a charging cart inside the classroom. Classrooms must be locked when teacher is not in the room.

Keeping the Chromebooks connected to the charging station when not in use will ensure that all Chromebooks have enough charge to last all day long. Additional Chromebook carts will be stored and additional Chromebooks will be substituted in the event that a student or teacher Chromebook malfunctions. Additional carts may also be utilized in a classroom if a teacher requests the cart and is available and approved by the technology department.

Carts that are signed-out must be locked when not in use and the classroom/room must be locked when left unsupervised. A separate calendar/sign-out sheet may be created to organize the check-out system (Google Calendar). Teachers must make sure all equipment is accounted for when returning the cart. The Director of Technology can aid any teacher or staff member that may require assistance.

## Assignment of Chromebooks to Teachers

The teachers assigned to a cart for daily use will be approved by the Superintendent, the Board of School Directors or the Technology department. Additional Chromebooks will be designated as spare sets. These Chromebooks will be used to replace disabled Chromebooks or made available to teachers who are using any learning software in their classrooms. Extra Chromebooks will be purchased for additional grade levels with Board of School Director approval.

## Warranty & Insurance

The Technology Department has a limited supply of backups for the Lenovo and HP Chromebooks. There is no insurance policy at this time. Extra Chromebooks will be supplied in each charging cart if there is room. Additional replacement Chromebooks will be stored and monitored by the Technology Department.

## Chromebook Device Repairs

All required repairs for the Chromebook devices will be reported by teachers/staff and processed through the FreshDesk Support Ticket System. Teachers and students are NOT permitted to attempt repairs on any device.

## Cost of Repairs

Cost of repairs/consequences are specified in ***NTSD Policy 224; Pupils, Care of School Property*** - Items that are lost, stolen, or damaged must be paid for either at the item's replacement value, or in the case of books, at an amortized value.

Unintentional defacing/destruction to a Chromebook will not require a cost to repair the device/parts on the first offense. A repeated unintentional act will be handled by the building principal's discretion. A deliberate/intentional act of defacing/destruction of the device will result in the cost of repair/replacement for the student/parents/guardians. If applicable, building principals will support their decision based on reports using the ***NTSD Discipline Form***.

Students and Parents/Guardians will be held responsible for ALL damage to their Chromebook device including, but not limited to: broken screens, cracked plastic pieces/framing/inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, parents/guardians will incur a financial

obligation equal to the full replacement value of the device. Lost devices will be charged the actual full replacement cost.

### **Classroom Procedures**

Teachers will review the acceptable use policy with their students during **the first week of class and throughout the year**. Homeroom teachers will send home contracts for the students and parents to sign if they are not mailed during the summer (The Technology Department will provide information before school begins). The contracts will cover general rules/guidelines for the 1:1 program and the Internet Acceptable Use Policy and Student/Parent Chromebook Agreement form. All contracts must be signed and returned by the end of September or the student may lose his/her Chromebook privileges. The technology department will assist in this matter by contacting the parents/guardians. Teachers, please complete a Freshdesk Ticket containing the student's name, the parent/guardian's name, and a contact phone number.

### ***The following guidelines must be taken into account to properly manage a Classroom Set of Chromebooks:***

1. Chromebooks stay on campus grounds and are used for in-school reasons only.
2. Acceptable Use Policies must be reviewed with the students during the first week of class.
3. Each Chromebook and cart must be labeled properly.
4. Teacher must establish a routine to distribute and collect Chromebooks in the classroom and maintain the location and working status of all devices daily. Teacher must also ensure all Chromebook carts are plugged in and functioning properly.
5. If a Chromebook is not working properly, students must report it to the teacher immediately. The teacher must fill out a Chromebook Repair Form and turn it in to the Technology Department as soon as possible. The student will be assigned a loaner device if applicable.
6. No food or drinks are permitted near the Chromebooks.

7. Chromebooks must be kept flat while in use.
8. Chromebooks must be plugged in when they are returned at the end of the school day.
9. Students are responsible for care and proper use of their assigned Chromebooks in the classroom. **Students will be charged up to the full price of the device that has been damaged due to intentional/unintentional misuse or abuse based on the Cost of Repairs section of this document .**
10. All carts and classroom doors must be locked when the room is not in use.

### **Expectations of Students Using the Chromebooks During "Free Time"**

- *In the event of students using the Chromebooks during transitions of lessons or extra time after assignments are completed:*
  - **Students can use the Chromebooks to research for other activities or projects with the classroom teacher's permission**
  - **Students can collaborate with other students to continue progress or complete classroom activities or assignments**
  - **Students must tilt their screens to 45 degrees if the classroom teacher says, "Show me 45"**
  - **Students must close their screen completely if the classroom teacher instructs them to do so**
  - **Students WILL NOT visit sites that are counter-productive to education (Social Media Sites, Video Games, Video Game Blogs and Posts, etc...)**

### **Proper Care and Handling of Chromebooks in the Classroom**

#### **Chargers**

- Avoid bending the charger's cord at sharp angles. Keep them untouched in the charging cart.
- Be gentle when connecting and disconnecting the power cord.

## **Heat**

- Always place your Chromebook on a flat, stable, hard surface.
- Do not place on stacks of paper, cloth, blankets, or anything else that is an insulator.
- The bottom of the Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper air flow to operate correctly.

## **Properly Handle the Chromebook**

- Do not drop the Chromebook. This can break the screen, hinge, camera, or worse.
- Keep your Chromebook away from edges of tables and desks.
- Use both hands when you are transporting your Chromebook.

## **Food and Drinks**

- Keep all food, drinks, and liquids away from the device.

## **The Screen**

- Do not touch the screen. You will leave smudges, scratches, or possibly break the screen if you do so.
- Do not open the screen past its breaking point.
- Do not pick up the device by the screen.
- Do not place items on top of the Chromebook.

## **Keeping Your Device Clean**

- Don't use your device while eating. Make sure your hands are clean prior to use of the Chromebook.

## **User Responsibilities**

- The school Chromebook is assigned to a specific student. Do not let a student use another student's device.
- Students who damage or destroy another student's device will be held responsible and may have to pay for a replacement part of device or the full sum of the device.

## **Never Open the Device**

- Do not attempt to open the device. You may damage the computer or harm yourself. Report any damage to the Director of Technology by following the proper procedure.

## **Substitute Policy**

- Teachers must leave specific notes in lesson plans if they wish to inform substitute teachers how much or how little Chromebooks are expected to be used.
- If notes are not left for a substitute, alternative work must be prepared in the case that the substitute teacher is not properly trained to monitor or lead a lesson using the Chromebooks.
- Substitute teachers are responsible for monitoring student use of Chromebooks at all times to ensure students are on-task.