

Pickerington Schools
**Student Device
Handbook
2023-2024**

CONTENTS

CONTENTS	1
OVERVIEW OF THE ONE2ONE PROGRAM	2
STUDENT DEVICE HANDBOOK	3
Ownership of the Device	3
Student’s Responsibilities	3
Responsibility for Electronic Data	4
Devices Left At Home	4
Protecting Your Data and Files	4
Cost of Repairs/Replacement	4
Vandalism and Theft	6
Technical Issues/Damage/Loss	6
Audio & Sound	6
Device Identification	6
Device Collection	6
Care of the Device	7
Transporting Devices	8
Passwords	8
CHROMEBOOK FAQ	9
DEVICE PROTECTION PLAN	10
Technology Protection Plan for Grades K-12	10
Coverage and Benefit	10
Effective Date and Expiration	10
Premium & How to Purchase the Technology Protection Plan	10
Student Enrolling After the Start of the School Year: Purchasing the TPP	11
If the Technology Protection Plan is NOT Purchased	11
If Your Device is Damaged (if you have the Technology Protection Plan or Not)	11
DEVICE AGREEMENT FOR ONE2ONE	12

OVERVIEW OF THE ONE2ONE PROGRAM

Every student in Pickerington Schools is loaned a device, either an iPad or Chromebook.

- Devices are the property of Pickerington Schools.
- Students will retain the same device for four years. It is the student's responsibility to keep the device in proper working order and good physical condition.
- Students need to charge the device at home. **No charging will be allowed at school.** All devices have an 8-12 hour battery to last throughout the school day. All power cords need to stay at home.
- Pickerington Schools offers a yearly *Technology Protection Plan (TPP)* to help cover the cost against accidental damage. More information is below in the Technology Protection Plan section.
- All devices are filtered 24/7 against inappropriate websites. Alerts will be sent to administrators about inappropriate use. Teachers have the ability to monitor student use throughout the day.
- The Pickerington Schools *Acceptable Use Policy (AUP)* is effective 24/7 when using these devices.
- Students are only permitted to download the apps that have been approved by the Academic Innovation and Instructional Technology department.
- If your device becomes lost or stolen, please let the media center specialist or media aide, or classroom teacher of your school know ASAP. We can track your device, but we only activate it on devices that have been reported as lost or stolen.

STUDENT DEVICE HANDBOOK

Ownership of the Device

Pickerington Schools retains the sole right of ownership and possession of the device. The device is assigned to the student for educational purposes only for the academic year. Moreover, Pickerington Schools' administrative staff and faculty retain the right to collect, monitor, and/or inspect the device at any time, including via electronic remote access, and to monitor student work or to alter, add or delete installed software or hardware.

Please read the section below about the Pickerington Schools *One2One Device Agreement*.

Student's Responsibilities

Students and their parents/guardians are solely responsible for the device issued to them and must adhere to the following:

- Students must comply with the District's Acceptable Use Policy and the *Student Device Handbook* when using their device.
- Students must bring their device 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 device should last at least 8 hours.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must report any problems with their device to 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 device, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the device other than the ChromeOS or iOS operating system supported by the district.

Responsibility for Electronic Data

- Students are solely responsible for any apps or extensions on their device that are not installed by a member of the Pickerington Schools Instructional Technology staff or by classroom educators.
- Students are responsible for securing passwords to protect data.
- Users of District Technology have no rights, ownership, or expectations of privacy regarding any data that is, or was, stored on the device, 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 device at home, they are responsible for getting the coursework completed as if they had their device present. A loaner device will not be provided. If a student repeatedly leaves their device at home, they 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 device. 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 and parents/guardians. Therefore, we have set the following charges in place, which are subject to change.

Pickerington Schools has created the Technology Protection Plan. See the section below for more specific details about the Technology Protection Plan.

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

The following will be considered damage(s) due to intentionally reckless, willful, wanton and/or malicious conduct not covered by the Technology Protection Plan.

- Key Removal (with or without rubber stopper being intact)
 - Keys do not fall off without force being applied to them to break the parts that hold them in place. Key removal is indicative of picking at the device and removing keys. Rubber nubs under the keys are connected below the plastics and metals of each key, and do not come off without being pulled or picked at.
 - The Chromebook models after 2016 have tabs to keep keys under the bezel of the keyboard. The tabs or bezel must be pulled up for keys to come off.
 - Rubber Removal
 - Rubber around the device and on the bottom cover is adhered with adhesives and has notches and rubber nubs that hold it in place. These parts do not just fall off, they must be pulled or picked to separate them from the plastics they are attached to.
 - Coloring, drawing, or writing on the device.
 - Cleaning fines will be applied for any markings on the device. If they can not be removed due to the medium used to color, draw, or writing being permanent, there will be a cost to replace those affected parts.
 - Harsh chemicals cannot be used to clean off devices as they cause further damage to plastics.
 - Etching or carving
 - Any etching or carving on a device will be considered intentional.

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report **must** be filed by the student or parent/guardian within 48 hours after the theft or vandalism is discovered. The police report must be presented to the building principal and a technology help desk ticket must be entered. Further, students and parents/guardians must contact their building principal ASAP after the device is determined to be stolen, lost, or vandalized.

Technical Issues/Damage/Loss

Take your device 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 may be issued to you, if available*. All device policy agreements and technology protection plans 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 only upon the teacher's approval.

Device Identification

Student devices will be labeled in the manner specified by the district. Devices can be identified based on the serial number. Asset numbers and the Pickerington Schools logo have been etched onto the top of Chromebooks. Do not remove or cover any identifying labels or markings.

Device Collection

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, the student/parent 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 will be notified.

Care of the Device

The device 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 a microfiber or clean soft cloth to clean your display and keyboard on a regular basis. Do not use paper towels or wet wipes.
- If further cleaning is needed, use isopropyl alcohol wipes or a dry soft cloth only. Household cleaners or household wipes can cause damage to the device.
- If you sneeze or cough on the device please wipe it off; see the sections above about cleaning.
- Keep all foods and liquids away from the device. Eating or drinking over the device can cause damage if liquids or food get on the device, especially the keyboard.
- Do not leave the Chromebook in an unsecured location, including in a car, as this could result in the loss or theft of the device. Extreme heat or cold can also harm the device.
- 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.
- Completely power off the device at least once a month. Hold down the power button until the screen goes black and stays off. Once restarted, install any available updates.
- Students will not have the opportunity to charge their devices at school. Devices must be brought to school, each day, charged to 100%.
- Too much pressure may crack the screen or cause internal damage. Avoid placing anything on top of the device or placing it in an overstuffed locker or book bag.
- Keep all rubber, keys, serial numbers, and logos of the device intact. If removed, this will be considered intentional damage.
- Keep liquids out of your backpack when the Chromebook is in it. If the device is inside your backpack, please treat your backpack with care to avoid damage to the device.

- When walking with your Chromebook, always keep the lid closed and use both hands to hold it.
- If the device is left on the floor, a chair, or sofa, there could be significant damage from stepping or sitting on the device. Please keep the device off of these surfaces.
- Drawing, writing, or etching on the device using pencil, marker, paint, nail polish, or any other implement will result in a fine for cleaning; etching will result in a fine for the replacement of the damaged part.
- When carrying the Chromebook on top of your books, please be careful the device does not slide off. Place any three-ring-binders on top of the device to avoid an uneven surface.
- Gently close the lid of the device and ensure nothing, including pencils or other objects, is in between the keyboard and display.
- All repairs must be completed through the Pickerington Schools Systems Technology department. Attempting to repair the device or taking it elsewhere could result in intentional damage fines.

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 device. 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

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. Chromebooks are able to run Android apps.

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of the Pickerington Schools Systems Technology department will maintain devices through our Google Apps for Education account.

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

A. Yes, as long as you have a WIFI 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. Is there antivirus software included with the Chromebooks?

A. At this time, there is not. All of the data is stored in the cloud. There is no need for antivirus software. Chromebooks 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.

DEVICE PROTECTION PLAN

Technology Protection Plan for Grades K-12

Please read this entire document to determine if this plan is needed for you and your child's protection against the cost of damage to the loaned device, Chromebook or iPad, in your care. This plan is available for all students..

Coverage and Benefit

This annual agreement covers the Chromebook or iPad ("device") loaned to the student against any accidental damage and/or repair costs. This agreement costs \$40 per device per school year for a total of \$400 worth of repairs, replacement and/or labor costs. Any costs above and beyond \$400 will be the responsibility of the parents/guardians/student. The charger is NOT covered and is the sole responsibility of the student and parent/guardian. Coverage is 24 hours per day. **Damage(s) due to intentional, reckless, willful, wanton and/or malicious conduct is not covered.** Lost devices will not be covered by the technology protection plan. Stolen devices will be covered by the technology protection plan as long as the parent/guardian submits to Pickerington Schools a filed police report about the stolen device. The Pickerington Schools Technology Protection Plan will cover damage and repairs to loaner devices but will count towards the total allowed for the Technology Protection Plan.

Effective Date and Expiration

Coverage is effective from the date this technology protection plan is purchased through Infinite Campus. Subject to immediate termination for the failure to timely pay the premium, the coverage shall end on the date that the device is required to be returned to the school, **whether or not that device is returned to the school by that date.** This is an annual plan.

Premium & How to Purchase the Technology Protection Plan

The premium cost is \$40 for the school year, for this OPTIONAL coverage, and the premium will not be prorated. This premium will be added to your child's account at the start of the school year. **Payment is due by September 30 for the plan to be in effect.** Coverage will be removed for those students whose parents/guardians do not pay this premium by the deadline. Payment may be made via the Infinite Campus Parent Portal or at your child's school.

The Technology Protection Plan is non-refundable. The administration, in its sole discretion, will determine if damages were due to intentional, reckless, willful, wanton and/or malicious conduct. This is an annual plan. Previously purchased Pickerington Schools Technology Protection Plans will NOT cover the new school year. **The Technology Protection Plan is not subject to waiver for free and reduced students as it is totally an OPTIONAL fee; students/parents/guardians are NOT required to have this coverage.**

A reminder, this is an annual plan and does NOT extend from one school year to the next.

Student Enrolling After the Start of the School Year: Purchasing the TPP

Upon enrolling in the District, the Treasurer's Office will assign the Technology Protection Plan to your student's account. You will receive an email notification that a new fee has been assigned to your student's account. If you wish to purchase the plan, pay the fee by the due date. Otherwise, if no payment has been rendered towards the fee by the due date, it will be adjusted from your account.

If the Technology Protection Plan is NOT Purchased

All damages and replacement parts will be charged at the current market rate with a labor fine of \$15-\$50 determined by the repair. Damage fines without the Technology Protection Plan will range between \$15-\$300. If the cost of the damage exceeds \$300, then a new device will be issued at the cost of \$300. All damage, replacement parts and labor costs will be applied through the Parent Portal on Infinite Campus. Additionally, when a student is provided a loaner device, all of the regulations apply for proper care of loaner devices, any damage to the loaner device will be the responsibility of the parent/guardian/student.

If Your Device is Damaged (if you have a Technology Protection Plan or Not)

Take your device to the Media Center and inform the Media Center Specialist/Aide or your classroom teacher about what the issue is with the device. A loaner device will be supplied during the time in which your issued device is being repaired. Loaner devices are only available to students that have submitted a damaged device to the Media Center.

Any questions or concerns about fines should be addressed by calling our Technology Fee Inquiry staff at 614-834-2109.

DEVICE AGREEMENT FOR ONE2ONE

This form must be signed on Infinite Campus by a parent/guardian and the student before the One2One device is issued.

One device and charger (“equipment”) are being loaned to the student and are in good working order. It is the student’s and parent/guardian’s responsibility to care for the equipment and ensure that it is maintained in a safe environment. The equipment is, and at all times remains, the property of Pickerington Schools and is herewith loaned to the student for educational purposes.

Student Agreement:

I will follow the expectations outlined in the Device Handbook and the Pickerington Schools Acceptable Use Policy (AUP) at all times.

- I agree to immediately return the equipment in good working condition upon the District’s request or withdrawal from the school district.
- I assume full responsibility for the issued equipment at all times.
- I acknowledge that the handbook is to be used as a guide and does not attempt to address all required or prohibited behavior by its users.
- I understand that this equipment is the property of Pickerington Schools and Pickerington Schools has the right to search and/or monitor the equipment issued to me and the digital use of the equipment and Pickerington Schools accounts.

Parent/Guardian Agreement:

- I, on behalf of my minor child (student above), acknowledge and agree to all of the terms set forth under the “Student Agreement.”
- I will be responsible for the equipment repair or replacement costs as specified in the Device Handbook and/or I will purchase the Pickerington Schools Technology Protection Plan.
- I acknowledge that my student and I are to follow the expectations in the Device Handbook and the Pickerington Schools Acceptable Use Policy

(AUP) and that a violation of these guidelines could result in the student facing disciplinary action.

- I will be responsible for monitoring my student's use of the Internet when he/she is not at school.
- I agree to immediately return the equipment in good working condition upon the District's request or withdrawal from the school district, whichever occurs first.
- I acknowledge that the handbook is to be used as a guide and does not attempt to address all required or prohibited behavior by its users.