

Device Access

In School Use Only

Kindergarten:

- Classroom set of iPads

1st Grade:

- Small group set of Chromebooks and iPads

2nd-5th Grade:

- Classroom set of Chromebooks

MS/HS Building

- Students have access to two Windows based computer labs.

In & Out of School Use

6th-12th Grade:

- Students are individually assigned Chromebooks for academic use.

Student Device Protocol

Chromebook Guidelines

Responsible Use:

- Follow the Student Code of Conduct, Acceptable Use Policy, and all applicable laws.
- Use school computers in a safe, legal and ethical manner for academic purposes only.

Device Care:

- Keep the Chromebook clean, dry, and in its protective case.
- Charge it fully each day and handle it with care.
- Use it on a stable surface, away from food, drinks, and extreme temperatures.
- Do not alter, remove, or damage any Chromebook parts.

Settings & Security:

- Do not change system settings or install unauthorized software.
- Do not trade or allow other students access to your assigned Chromebook.
- Keep personal information private and do not bypass security measures.

Reporting Issues:

- Report missing, damaged, or stolen Chromebooks to a teacher, office or a technology team member immediately.

Damage/Loss/Stolen

Accidental Damage: Accidental damage occurs when a student follows the chromebook guidelines, but damage still occurs. Accidental damage will be determined by a member of the Administrative / Technology Team after an investigation occurs.

- 1st Reported Damage - A technology ticket will be opened outlining damage details. The student device will be repaired / replaced as determined by a District Technician.
 - Students will have access to a loaner device while the device is being repaired.
- 2nd & Subsequent Damage - A technology ticket will be opened outlining damage details. The device will be repaired / replaced and placed on hold while the damage is investigated. Parents/guardians will be contacted **if an invoice for reimbursement is issued**.
 - A brief meeting with the student will be held to review proper care and expectations.
 - If needed, a parent meeting will be held with a Building Principal and Director of Technology to discuss a return to technology plan.
 - Students who repeatedly damage devices may lose access to loaner Chromebooks until further review.
 - The student device will be returned once the investigation has been closed.

Intentional / Neglectful Damage: Intentional/neglectful damage occurs when a student misuses the device they have been assigned or a device that has been assigned to another student. Intentional damage must be reported immediately to a teacher, building office, or a member of the technology team.

- A technology ticket and disciplinary referral will be opened outlining damage details.
- Parent contact will be made by the appropriate building office and **an invoice for reimbursement will be issued**. If needed, a parent meeting will be held with the Building Principal and Director of Technology to discuss a return to technology plan.
 - The District retains the right to request payment for any damage to or loss of school property.
- The student will not be able to utilize the district loaner system until determined by building administration.

Lost Chromebook: If a student reports a chromebook as lost, the district will complete the following steps before replacing the device:

1. The classroom teacher/building office will meet with the student to investigate the missing device.
2. The classroom teacher/building office will contact parent/guardian(s) to follow up on the missing device.
3. IT staff will determine the last location that it connected to the network on campus.
4. If the device is determined to be **lost**, district IT will lock the lost Chromebook to secure any confidential or sensitive information stored on the device.

Instructional Technology

PERU CENTRAL SCHOOL DISTRICT

5. The building office will send a request for payment to the parents.
6. A chromebook replacement will be assigned once payment is received or based on administrative discretion.
7. The lost device will be labeled accordingly in the district inventorying software.

Stolen Chromebook: If a student reports a chromebook as stolen, the district will complete the following steps before replacing the device:

1. The classroom teacher/building office will meet with the student to investigate the missing device.
2. The classroom teacher/building office will contact parents to follow up on the missing device.
3. IT staff will determine the last location that it connected to the network on campus.
4. If the device is determined to be **stolen**, district IT will lock the lost Chromebook to secure any confidential or sensitive information stored on the device.
5. Building office will report the theft to the District SRO, so an investigation can be opened.
6. A loaner chromebook will be issued during the investigation.
7. If the stolen chromebook is not recovered, a replacement chromebook may be issued based on administrative discretion.
8. The stolen device will be labeled accordingly in the district inventory software.

Charger Loss or Damage: The District is not responsible for replacing chargers that have been lost or damaged. Students are responsible for replacing a lost or damaged charger, which must be returned with a school issued Chromebook. The expected replacement charger is a **65W USB-C Laptop Charger**.

Charging lockers are strategically located throughout the Middle and High School to provide students with a charging opportunity throughout the school day.

Chromebook Loaner Protocol

In an effort to keep instruction moving in our classrooms, the Technology Department has “Loaner” Chromebooks available for signout through our Library System. **The loaner devices will not be allowed to go home, unless authorized.** Guidelines for borrowing these machines are listed below:

Students will be able to sign out a Chromebook for daily/period use while their school issued device is being repaired for accidental breakage or malfunction.

In extreme circumstances, like repetitive misuse or mistreating of the device, students can be denied access to the loaner system for the remainder of the school year.

If a student forgets their chromebook, they are not permitted to borrow a “loaner” chromebook. Spare Chromebooks are placed in each Middle and High School classroom to accommodate this need.