

Chromebook 1:1 Student Take Home Program

Having a Chromebook is a privilege. It is a tool that will help students with classwork and homework and teach skills that are necessary in most jobs today. It is important to treat Chromebooks with respect and care. The PSD Technology Student Responsible Use Agreement is in effect at all times.

Take Home Program

All students in grades 6 - 8 will be issued a Chromebook belonging to the Palmdale School District. This Chromebook will be checked out through the school library system, just like textbooks. Students are responsible to care for the Chromebooks carefully so they may use them at home and at school. Chromebooks will be collected at the end of the school year. All students returning to the same school in the following school year will receive the same Chromebook they had the year before, so it is in the student's interest to keep their Chromebook well cared for. Additionally, after 3 years (2020 and after), parents of students graduating from 8th grade will be eligible to purchase the device for \$25.

Protecting your Chromebook

- Do not place any stickers on your Chromebook. Do not write on them or scratch them, either.
- Do not remove or change the school tags or identification on the Chromebooks.
- Do not hold your Chromebook by the screen.
- Always close the Chromebook lid before walking with it -- remember, it takes just 8 seconds to start up.
- Keep food and drink away from your Chromebook at all times.
- Treat your Chromebook with care -- do not leave it lying around or make it so it can be easily stolen or damaged.
- Do not place heavy objects on top of your Chromebook. This includes while it is in your backpack.
- Do not drop or throw your Chromebook, ever! The case will not protect against hard falls.
- Keep your Chromebook in its protective case at all times, even when charging the device.
- Keep your Chromebook away from extreme heat and cold.
- Do not leave your Chromebook in the car where it can be seen by thieves.

Cleaning your Chromebook

- Do not use any chemicals or other liquids to clean your Chromebook -- this includes antibacterial sanitizers or any products with bleach or ammonia. Unscented wipes may be used for wiping keyboards, but not screens.
- Use a microfiber cloth to wipe down the screen. Never pour water on the screen or keyboard.

Powering your Chromebook

- Chromebooks are required to be fully charged when you bring them to school. Charge them at night at home so they are ready for the next day.
- If your Chromebook is not charged for school your teacher/school administrator may enact disciplinary measures.

Protecting your Account

- When leaving your Chromebook, close the lid so that no one can access your personal documents or accounts.
- Do not share the Chromebook assigned to you with anyone unless your teacher asks you to do so. In that case, be sure to sign out before you hand your Chromebook to another student!
- Do not share passwords with anyone! If someone else logs-in to your account, you will be the one in trouble if they do something wrong. Report stolen passwords immediately to your site tech or teacher.

Chromebook Costs/ Damage, Replacement

- Parents/students will be responsible for Chromebooks intentionally damaged or defaced.
- Optional insurance is available for purchase by parents. Please see the flyer for details. Device insurance is a great deal and low cost. It covers loss, theft and any damage.
- **Chromebook lost or destroyed - cost \$200.**
- **All other loss, damage or repair - cost \$40.**
- **All damages and/or loss must be reported immediately to the Site Tech.**
- **Stolen or lost Chromebooks will be locked and unusable to thieves.**
- All stolen Chromebooks must be reported to the police. A copy of the report must be submitted to the Site Tech or the School Administrator.
- All costs related to repair or replacement of devices will be tracked on the student's school account. Students with outstanding accounts may not be allowed to participate in some school events, including graduation ceremonies.

Other important reminders

- Chromebooks issued to students belong to the Palmdale School District. Students leaving their school **MUST** turn in their Chromebook to the Site Tech. Parents will be charged for Chromebooks not returned.
- Anything students do on the Internet (on any device) is visible to someone -- your teacher, the Internet Service Provider, the District, others who can access the device, etc. Do not assume privacy.
- Chromebooks at school are filtered for content on the Internet. Parents must monitor their child's use of the Chromebooks at home while accessing the Internet.
- Pictures, music, etc., on your Chromebook should be appropriate for school -- just like the pictures inside your locker or on your binder or music that might be played in a classroom at school.
- If you see something inappropriate on your Chromebook, close the screen and contact your teacher/parent.

