

Pomona Unified School District
Educational Technology One-to-One (1:1) Device Handbook
www.pusd.org/go/edtech



Table of Contents

1. [INTRODUCTION](#)
2. [RECEIVING THE DEVICE](#)
3. [RETURNING THE DEVICE](#)
4. [TAKING CARE OF YOUR DEVICE](#)
5. [GENERAL PRECAUTIONS](#)
6. [MANAGING YOUR FILES & SAVING YOUR WORK](#)
7. [PERSONALIZING THE DEVICE](#)
8. [SOFTWARE ON DEVICES](#)
9. [PROCEDURE FOR RESTORING THE CHROME OS](#)
10. [PROTECTING & STORING YOUR DEVICE](#)
11. [THEFT DETERRENT MEASURES PROVIDED BY PUSD](#)
12. [REPAIRING OR REPLACING YOUR DEVICE](#)
13. [DEVICE SPECIFICATIONS](#)
14. [DEVICE WARRANTY](#)
15. [ACCIDENTAL DAMAGE OR LOSS PROTECTION](#)
16. [1:1 INTERNAL DEVICE REPAIR/REPLACEMENT PROGRAM](#)
17. [OPTIONAL INSURANCE COVERAGE PROGRAM](#)
18. [STUDENT PLEDGE](#)
19. [DEVICE HOME USE AGREEMENT](#)
20. [PARENT/GUARDIAN AND STUDENT CHECK-OUT PAGE](#)

Pomona Unified School District DEVICE HOME USE AGREEMENT

In this agreement, "device" means the school-issued device and all of its components, power cord/charger, stylus and case.

TERMS:

You will comply at all times with the PUSD's 1:1 Device Handbook and its guidelines as well as the PUSD Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Devices are assigned to a single individual and are not to be shared.

TITLE:

Legal title to the device is in the School District and it shall remain in the School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement, the 1:1 Device Handbook and the PUSD Acceptable Use Policy.

LOSS OR DAMAGE:

If the property is accidentally damaged or incurs loss, PUSD will assess the device damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parent/guardian involved in the loss of property. Loss or theft of the property must be reported to the School District by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

REPOSSESSION:

Students not complying with all terms of this Agreement, the 1:1 Device Handbook and the PUSD Acceptable Use Policy, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the device to take possession.

TERM OF AGREEMENT:

Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from PUSD schools.

APPROPRIATION:

Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful.

Introduction to the PUSD 1:1 Device Program

The community's overwhelming YES Vote on Measure P in November 2016 ensured our students have access to modern technology and the equipment necessary to meet the challenges of today's rapidly changing world. Equity and access is at the heart of the 1:1 take home model and will begin Pomona USD's effort to expand the walls of the classroom to "everywhere, all the time learning." In addition, it will support the vision of providing opportunities and environments that will equip, inspire, and empower all learners to effectively use technology and become self-directed, goal oriented, and productive members of their communities.

Receiving the Device

Devices and accessories (charger, stylus and case) will be distributed each fall semester. Students will receive the same device each year. Dates for distribution will vary per school site, and families will be notified of distribution. Parent/guardian and students must either sign and return the Parent/Guardian and Student Checkout Page (initial implementation) or complete the online re-enrollment process through ParentConnect, which includes the 1:1 check-out, before the device can be issued to each student. Parent/guardian meetings will be held regarding the 1:1 program to highlight policies and procedures for families. Parent/guardian and students are highly encouraged to attend one of the meetings prior to the student receiving a device. If you are unable to attend a parent/guardian meeting contact your school site for information or visit www.pusd.org/go/edtech, then click on 1:1 Program Info at the top. Look for the 1:1 program overview section.

Returning the Device

Student devices and accessories (charger, stylus and case) will be checked in at the end of each school year for maintenance and inspection. Any student who transfers out of PUSD will be required to return their device and accessories. If the device and its accessories are not returned, the parent/guardian will be held responsible for the cost of the device ([See cost on the Internal 1:1 Device Program section](#)). The student's grades, diploma or transcript may be withheld if lost or damaged materials are not reimbursed (California Education Code 48904.3; Board Policy 6161.2 and Administrative Regulation 6161.2).

Taking Care of your Device

Students are responsible for the general care of the device provided by PUSD. To ensure device issues are documented properly, follow the device check/return process. Devices that are broken or fail to work properly must be returned to the school. A limited number of loaner devices will be available at each school, therefore if a loaner device is needed, one will be issued to the student until the device can be repaired or replaced.

NOTE: It is the intention of the district to allow students/parent/guardians to purchase well cared for devices at the end of life (approximately 5 years from district purchase). Purchase cost to be determined.

General Precautions:

- No food or drink is allowed next to your device.
- Cords, cables, headphones and removable storage devices must be inserted carefully into the device.
- Students should not carry the device while the screen is open unless in tablet mode.
- Devices should be shut down when not in use to conserve battery life.
- Devices should be placed carefully into a locker or a book bag to prevent screen from breaking.
- Devices should always be carried in the provided protective case.
- Do not expose your device to extreme temperature or direct sunlight.
- Extreme heat or cold may cause damage to the device.

Screen Care:

The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on top of the device.

- Do not grab the device by the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. stylus, pens, pencils, notebooks).
- Clean the screen with a soft, dry, anti-static, or micro-fiber cloth and anti-static electronic equipment cleaner.
 - You can also purchase individually packaged pre-moistened cleaning tissues
- Do not use window cleaner or any type of liquid or water on the device.

Using Your Device

- **At School:** The device is intended for use at school for learning throughout the day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules can be accessed using the device. Students must be responsible for bringing their device to school/classes each day.
- **At Home:** All students, grades 3-12, are expected to take their device home each night throughout the school year for continued learning and homework. Devices must be brought to school each day fully charged. Students forgetting their device at home may be issued a loaner device for the day if one is available. If no device is available, it shall be teacher discretion as to how the students will complete in-class assignments for the day. Repeated violations of this policy may result in referral to the administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Students will be allowed to use personal headphones if the teacher permits.

Printing:

- **At School:** Teachers will facilitate digital assignments. At this time, printing from a Chromebook will not be available at school. Printing will be available from non-Chromebook computers on a limited basis and will be subject to classroom requirements when possible.
- **At Home:** The device will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with Internet access. Students using Google Drive to work on their documents will not need to save their work, as Google Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Device

Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of PUSD. Students will be provided a name label to identify the device checked out to them. Students may add appropriate music, photos, and videos to their device. Personalized media are subject to inspection and must follow the Pomona Unified School District Acceptable Use Policy.

Software on Devices

Originally Installed Software:

Device software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Docs, are available for offline use. The software originally installed on the device must remain on the device in usable condition and easily accessible at all times.

All devices are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the device is shutdown and restarted.

From time to time the school may add applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection

Virus protection is unnecessary on the device due to the unique nature of its design, and its inability to install 3rd party applications.

Additional Software

Students are unable to install additional software on their device other than what has been approved by PUSD in the "[For PUSD Web Store](#)".

Inspection:

Students may be selected at random to provide their device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Device OS

If technical difficulties occur, technical support staff will use the "10-minute" rule. If the problem cannot be fixed in 10 minutes, the device will have its local data wiped. In a One-to-One environment, it is impossible for support staff to maintain a working environment for all, if too much time is spent fixing every glitch that may arise. Wiping all local data will restore the device to the state in which the user originally received it. All student created files stored on an external mini SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the device that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it before it is wiped.

Protecting & Storing Your Device:

Device Identification:

Devices will be labeled by barcode and checked out to students via library cataloging system. Devices can be identified in the following ways:

- Record of serial number and PUSD asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels. Any identification labels deemed to be modified, removed, or destroyed may result in forfeiture of technology privileges.

Storing Your Device:

Students should monitor their device at all times when at school. This includes breaks and lunches. However, when secondary students attend classes such as physical education or after school sports practices, where monitoring their own device is not possible, the device should be stored in the individual's locker with the lock securely fastened. Nothing should be placed on top of the device, when stored in a locker. Students need to take their device home with them every night. The device is not to be stored in the locker or anywhere else at school outside of school hours. The device should be charged fully each night at the student's home. Teachers should never allow students to leave their device unattended in a classroom. Devices should never be stored in a vehicle.

Storing Devices at Extracurricular Events:

Students are responsible for securely storing their device during extra-curricular events both at home and away.

Devices Left in Unsupervised / Unsecured Areas:

Under no circumstances should a device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extracurricular buses, in a car, or any other entity that is not securely locked or in which there is not supervision.

Devices should never be left unattended, if a device is found unattended it should be taken to the office. Appropriate action will be taken for leaving a device in an unsupervised location.

Theft Deterrent Measures Provided by PUSD:

In an effort to minimize theft, PUSD has taken the following measures:

1. Devices are etched with a large PUSD logo and barcode.
2. Devices can only be accessible with a PUSD account.
3. Devices can be tracked when reported lost or stolen.
4. Devices will be deactivated, locked and rendered unusable when reported lost or stolen.

Repairing or Replacing Your Device:

Devices Undergoing Repair:

- Loaner devices may be issued to students when they leave their device for repair at the Office or Library (site based).
- If repair or replacement is needed due to loss, negligent care, intentional damage, the school will provide a loaner device. The loaner device may not be identical to the damaged device.
- Repaired devices will end up with the original factory image as first received. It is important that students keep their school data synced to their Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device. PUSD is not responsible for lost data.
- Students and parent/guardians will be responsible for device damage that is a result of misuse or abusive handling. Parent/guardians will be charged for damages. All charges will be placed on student account in Destiny (student library check-out system).

Device Specifications

The current model of Chromebook for the 1:1 program is an HP Chromebook x360 11 G1 EE

HP Chromebook x360 G1 EE (2DR10UT)						
Processor	RAM	Storage	Wireless	Stylus	Power Adapter	Case
Intel® Celeron® N3350 with Intel HD Graphics 500	4 GB	32GB	802.11a/b/g/n/ac	Battery-free Wacom EMR pen (928519-001)	HP 45W USB-C G2 Power Adapter US (1HE07AA#ABA)	Belkin Air Protect Always-On Slim Case - 11" (B2A075-C00)

Device Warranty:

Device warranties from defects in materials and workmanship are for a period of one year. This warranty is only valid for the first 12 months from the date PUSD takes delivery of the device. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the device. The warranty DOES NOT cover damage caused by misuse, abuse, or accidents. To ensure device issues are documented properly, follow the device repair process. Devices that are broken or fail to work properly must be returned to the school.

If a device becomes defective (at no fault of the student) after the device warranty expires, PUSD will replace the device at no charge with a refurbished device of the same age or newer.

Accidental Damage or Loss Protection:

As part of the one-to-one device program in PUSD, the District will internally repair and manage the devices. Under this policy, cost for accidental damage or loss will be the responsibility of the family, however it will be at a significantly decreased rate. The District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the Pomona Police Department for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This policy does not cover for neglected loss of the device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Damage determined to be intentional or a result of misuse will be fined full coverage of the repairs or replacement of the device. Parent/Guardians/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Pomona Unified School District 1:1 Internal Device Repair/Replacement Program

The first and second reported incidents for accidental damage will have a \$25.00 fine. Any additional reported incidents made within the current school year will have a \$50.00 fine. Costs for lost or intentionally damaged devices will be higher, based on damage or loss assessment (details below). If a lost device is found in good condition, the 'loss fee' will be fully refunded or the charge will be removed from the student's account in the library checkout system. If a student withdraws from Pomona Unified School District and then re-enrolls, any documented incidents will remain on file. If a student continues to damage their issued device, then their take home privileges can be revoked by school administration.

Annual Premium Due at Registration	Type of Reported Incident	Reported Incident Claim #1	Reported Incident Claim #2	Reported Incident Claim #3+
\$0	Accidental	\$25	\$25	\$50

Lost, Negligently Cared for, Intentionally Damaged (Non-Accidental), Devices and Accessories:

A device or any of its accessories that are lost (whereabouts unknown), negligently cared for, or intentionally damaged is the responsibility of the student and parent/guardian. Students and parent/guardians will be charged for damages (see costs below). All charges will be placed on student account in Destiny (student library check-out system). The student's grades, diploma or transcript may be withheld if lost or damaged materials are not reimbursed (California Education Code 48904.3; Board Policy 6161.2 and Administrative Regulation 6161.2). If repair or replacement is needed due to loss, negligent care, intentional damage, the school will provide a loaner device. The loaner device may not be identical to the damaged device.

Type of Incident	Replace the device	AC Adapter & Power Cord	Keyboard/ Touchpad	Trackpad	LCD Back Cover	Screen	Motherboard	Stylus	Case
Non Accidental	\$200.00	\$32.00	\$54.00	\$23.00	\$63.00	Replace device \$200.00	Replace device \$200.00	\$32.00	\$16.00

NOTE: In order to ensure that the 1:1 Program is sustainable, the cost for damage or loss, intentional or accidental, will change to reflect the actual retail price of the student device in the 2019-20 school year.

In an effort to provide money saving opportunities for our families the District has added another layer of protection. PUSD has identified an external device insurance company that can provide affordable insurance for student devices. (See details below).

Optional Insurance Coverage Program:

Parents/Guardians are able to 'opt in' to an external device insurance program*. A parent/guardian would register for the program and pay for the annual premium directly to the insurance company within 30 days of the student checking out the device. Coverage only applies after the annual premium has been paid in full.

- **Extended Warranty:** Covers mechanical breakdown like hard drive failure, charge port and battery
- **Accidental Damage:** Covers cracked screens, spills & liquid submersion and accidental drops

NOTE: Intentional damage is not covered

- **Loss & Theft:** Covers theft or loss that leads to theft of device (police report required for coverage to be valid)
NOTE: Loss that leads to theft (For example: student accidentally leaves device on city bus and the device is taken by someone and not returned by the bus company)
- **Standard Perils:** Covers loss resulting from flood, fire, natural disasters, vandalism and power surge
NOTE: Unexplained loss of device or peripherals is not covered

Annual Premium Per Device Due at Registration	Type of Reported Incident	Deductible	Term	Who Pays/Files Claim
\$28.00	Warranty + Accidental Damage + Lost & Theft + Standard Perils	\$0	1 Year Extended Warranty	Parents pay through portal District files claims

*2018-19 Insurance Provider: Securranty

To purchase optional insurance coverage for a device please go to www.pusd.org/go/edtech and then the Parent and Student Information link at the top, or go directly to Securranty at: <https://www.securranty.com/PUSD-Insurance>

Pomona Unified School District

1:1 Device Handbook

Student Pledge



- I will use my device for learning and in ways that are appropriate for my education.
- I will take good care of my device and know that I will be issued the same device, based on the school site I am enrolled in each year.
 - I understand that it is the intention of the district to allow students/parent/guardians to purchase well cared for devices at the end of life (approximately 5 years from district purchase). Purchase cost to be determined.
- I will never leave my device unattended in an unsecured or unsupervised location.
- I will never loan out my device to other individuals.
- I will know where my device is at all times.
- I will charge my device's battery to full capacity each night.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by always carrying it in a secure manner to avoid damage.
- I will not leave my device in a vehicle, as the heat and cold can damage and/or ruin the device.
- I will not place decorations (stickers, markers, writing, etc.) on my device.
- I understand that the device I am issued is subject to inspection at any time, without notice, and remains the property of PUSD.
- I will follow the policies outlined in the 1:1 Device Handbook and the District Acceptable Use Policy while at school, as well as outside of the school.
- Per the PUSD 1:1 Internal Device Repair/Replacement Program:
 - I will report all incidents of accidental damage.
 - I will file a police report in case of theft.
 - I will be responsible for a lost (whereabouts unknown), negligently cared for, or intentionally damaged device and its accessories.
 - I agree to pay the full replacement cost of my device, power cord/charger, stylus and case in the event that any of these items are lost (whereabouts unknown), negligently cared for, or intentionally damaged.
 - I agree to return the device, power cord/charger, stylus and case in good condition at the end of each school year.

**PUSD 1:1 Device Program
Parent/Guardian and Student Check-out Page**

To access the 1:1 Device Handbook online go to <http://www.pusd.org/go/edtech>
Check-out program: Grades TK-2 - device is checked-out but stays in the classroom.
Grades 3-12 - device is checked-out and goes home.

By checking out the device I acknowledge that I have done the following (please initial):

(student),(parent/guardian)

(),() Attended an in-person information session about the 1:1 Device Program or received the information via video

(),() Read the 1:1 Device Handbook

(),() Reviewed the Device Home Agreement on page 2 of the Handbook

(),() Reviewed the Student Pledge on page 10 of the Handbook

(),() Signed the District's Acceptable Use Agreement (AUA) and/or the Universal Form

(),() and agree to follow all information and guidelines set forth within the handbook

Student Name: _____ (Please Print) Student ID#: _____

Date of Birth: _____ Age: _____ Class of: _____ School: _____

Student Cell Phone # (if applicable): _____

Student Personal Email (if applicable) : _____ (NOT @apps.pusd.org)

Student Signature: _____ Date: _____

By allowing my child to check out a device I acknowledge that I have attended a parent information session or received the information via video, read the 1:1 Device Handbook and agree to follow all information and guidelines set forth within the handbook.

Parent/Guardian Name: _____ (Please Print)

Home Phone #: _____ Parent Cell Phone #: _____

Parent Email: _____

Parent/Guardian Signature: _____ Date: _____

Internal Use Only:

Device Make & Model:	
Device Follett Number:	
Device Check-out Date:	