

# Connecting Students 1:1

## Chromebook Procedures & Information Handbook



***Empowering minds and building futures  
through innovative learning***

# Table of Contents

<b>One-to-One Technology</b>	<b>1</b>
<b>Chromebook Procedures &amp; Information Handbook</b>	<b>1</b>
<b>Vision for 1:1 with Chromebooks</b>	<b>3</b>
<b>Chromebook Procedures and Information</b>	<b>4</b>
<b>1. Receiving and Returning a Chromebook</b>	<b>4</b>
<b>1.1 Receiving a Chromebook</b>	<b>4</b>
<b>Returning a Chromebook</b>	<b>4</b>
<b>Fines Related to a Chromebook</b>	<b>4</b>
<b>2. Taking Care of a Chromebook</b>	<b>5</b>
<b>General Precautions</b>	<b>5</b>
<b>3. Using a Chromebook at School</b>	<b>5</b>
<b>Chromebook Usage</b>	<b>6</b>
<b>Chromebook Undergoing Repair</b>	<b>6</b>
<b>Internet Privacy and Safety</b>	<b>6</b>
<b>District Issued Chromebook User Agreement</b>	<b>7</b>

# Vision for 1:1 with Chromebooks

*We believe that a 1:1 environment with Chromebooks empowers both students and teachers, creating opportunities for increased learning, achievement, and pursuant of our school wide vision of developing globally responsible and empowered citizens.*



## Specifically, it empowers students to...

- **Access:** Students will have access to school work, the web, and other online tools and resources in and out of school at any time.
- **Collaborate:** Work together to build and demonstrate skills and knowledge.
- **Research:** Find and access a wide array of relevant curricular information.
- **Inquire:** Use the Internet to pursue new lines of inquiry.
- **Own Their Learning:** Use multiple resources and feedback to analyze and take charge of their learning.
- **Organize:** Manage information, their work, and deadlines.
- **Create Authentic Work:** Express their learning using a variety of platforms and share their work with authentic audiences around the world.
- **Work when and where they need to:** No longer will students need to wait for access to devices at school or at home.
- **Develop Personal Responsibility:** Needed to be successful in college.

## And our teachers to...

- **Assess Learning:** More easily create and analyze data-rich formative assessments to inform instructional plans.
- **Provide Feedback to Students:** Provide students with frequent and timely feedback.
- **Give All Students a Daily Voice:** Create opportunities for all students to provide feedback, ask questions, and demonstrate their understanding.
- **Provide More Instructional Time:** Save class time by not having to pass out and collect Chromebooks.
- **Focus on Pedagogy:** teachers can focus on pedagogy rather than planning around access to technology.
- **Access Current Instructional Resources:** that go beyond traditional textbooks.
- **Gain Equity to Resources:** no longer will some teachers have a class set of Chromebooks while others do not.

# Chromebook Procedures and Information



## 1. Receiving and Returning a Chromebook

### 1.1 Receiving a Chromebook

- a. At registration, each student will receive a Chromebook, AC charger, and case, to be kept throughout their time in the Huntington Beach Union High School District. These items are the property of the HBUHSD and all users will follow school rules for the use of technology.
- b. Parents/guardians and students must sign and return the *District-Issued Chromebook User Agreement* before a Chromebook is issued to the student.
- c. The Chromebook and district-issued email account are the property of the HBUHSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.

### 1.2 Returning a Chromebook

- a. Student issued Chromebook and accessories will be returned at the end of the Senior year.
- b. Chromebooks must be returned immediately when a student transfers out of the HBUHSD, is expelled or terminates enrollment for any reason.
- c. Chromebooks should be returned in satisfactory condition: good working order and free from damage.

### 1.3 Fines Related to a Chromebook

- a. Chromebooks, district-provided case, and charger will be turned in to the library or tech staff, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. Chromebook insurance may be used cover any damages (one occurrence per year). The school's Administration will make the final determination about any charges levied for Chromebook repairs.
- b. If charges for repairs are not paid by the end of the school year, the charges will be assessed at the beginning of the next school year. All charges must be paid by the end of a student's senior year or students will not be able to participate in the graduation ceremony (Board Policy 5127 - Graduation Procedures and Ceremonies).

## 2. Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by their school in the HBUHSD. Care must be taken to protect the screen. **Students are responsible for anything done using their assigned Chromebook or their login.** Chromebooks that are broken or fail to work properly must be given to the library or tech staff for an evaluation of the equipment in a timely manner. If applicable, and insurance claim can be filed at this time.

### 2.1 General Precautions



**Keep away from hot temperatures.**



**Avoid getting wet.**



**Do not take apart.**



**Do not carry from corner of screen.**

## 3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes.



If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. If a student repeatedly leaves the Chromebook at home, the student will be subject to interventions to support their responsibility and preparedness for learning.

### 3.1 Chromebook Usage

- a. All school rules must be followed with regard to student Chromebooks and accessories, at all times (including outside of school). Stickers and other decor are not permitted on the Chromebook and charger.
- b. Chromebooks must be brought to school each day in a fully charged condition.

### 3.2 Chromebook Undergoing Repair

- a. Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school free of charge.



### 3.3 Internet Privacy and Safety

**It is important to note that the Chromebook does not have a filter for the internet when it is connected to home WIFI.** Parents/guardians must take the necessary precautions for internet safety with students!



Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home.

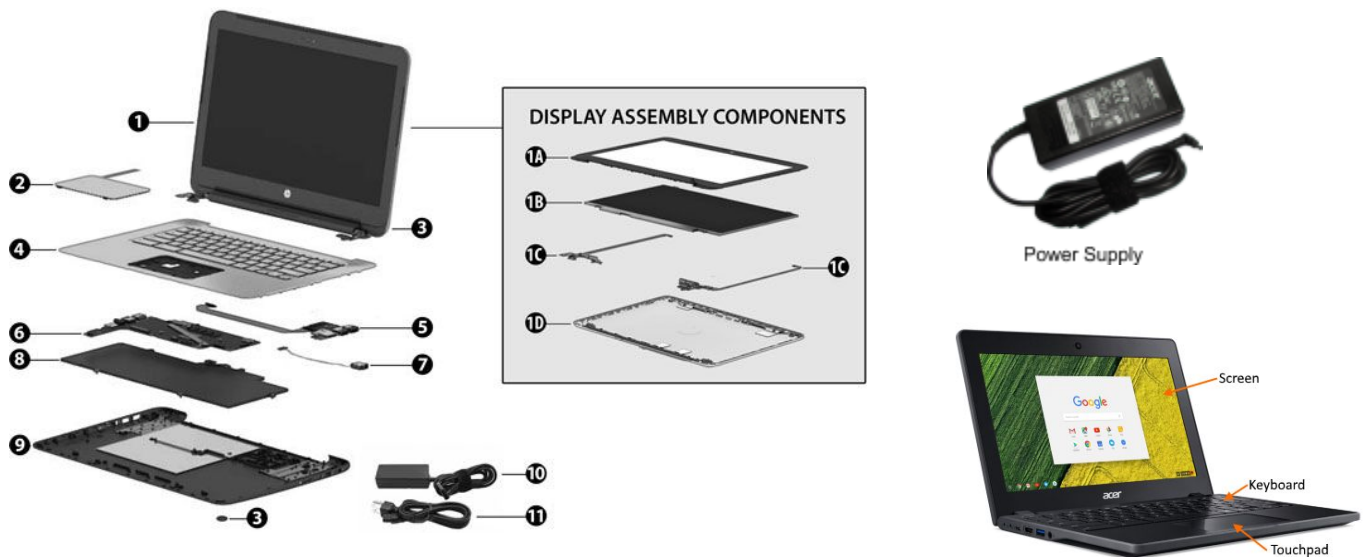
- a. All students should recognize and guard their personal and private information on the internet.
- b. Using another student's password or private information is a serious and dangerous offense and will result in disciplinary and possibly legal action.
- c. All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as District property. All activity on the Chromebook is tracked by our network service and may be accessed at any time by administration.

## Replacement Cost

Students that are not participating in the Insurance Plan or have already submitted a previous claim for the year, will be responsible for damages and replacement cost of the Chromebook. During the time of the repair, a loaner Chromebook will be issued. Any invoice for repairs must be paid, and the loaner Chromebook must be returned, prior to receiving the repaired/replaced Chromebook.

Below is the cost of the parts to replace items on the Chromebook:

Part Description	Cost	Notes
Entire Chromebook	\$200	
LCD Screen (1A)	\$35	
Keyboard / Touchpad (6)	\$45	Individual keys are not replaceable. Requires entire keyboard assembly replacement.
Power Supply (AC Adapter) (10,11)	\$15	Cost includes both power supply and AC cord.
Screen Hinge (1C), Screen Panel Backing (1B)	\$40	Dropped Chromebooks with screen damage requires hinges and screen panel backing be replaced



# District Issued Chromebook User Agreement



Agreement must be signed by the student AND parent/guardian before a Chromebook will be issued to a student.

As a user of the computer network and District-issued Chromebook, I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures and Information Handbook*:

<b>Student Name (PRINT)</b>		
<b>Student Signature</b>		
<b>Date</b> ___ / ___ / ___	<b>Student ID#</b>	

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that I may be held liable for usage violations and/or equipment damage to District-issued Chromebooks. I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures and Information Handbook*.

<b>Parent/Guardian Name (PRINT)</b>		
<b>Parent/Guardian Signature</b>		
<b>Date</b>		



# CHROMEBOOK INSURANCE PLAN

## Chromebook Insurance Coverage

Huntington Beach Union High School District (HBUHSD) offers an optional annual purchase to cover the replacement and service of your Chromebook in the event of reasonable accidental damage that occurs from regular use. **HBUHSD Chromebook Insurance does not cover the following (California Education Code 48904) :**

- Theft or loss of the Chromebook outside of the school campus.
- Malicious damage under any circumstances.

The HBUHSD Chromebook Insurance Plan will cover **one (1) claim per policy in a single school year**. The annual premium for the Chromebook Insurance is \$30 per Chromebook. Chromebook manufacturer defects will be covered at no additional cost. The plan will also provide a loaner Chromebook while the broken Chromebook is being repaired.

## Insurance Participation

If you wish to participate and take advantage of the annual coverage, please submit this form with payment to the ASB Office. If you decline to participate in the Chromebook Insurance Plan, you still must fill out the bottom portion of this form.

<b>School Site</b>			
<b>Student Name (First Last)</b>			
<b>Student ID</b>			
<b>Address</b>			
<b>Parent/Guardian</b>			
<b>Address (If Different)</b>			
<b>Home Phone#</b>		<b>Cell Phone#</b>	

## **Please Choose One Of The Following Options:**

<input type="checkbox"/>	I would like to participate.	Parent Signature and Date:
<input type="checkbox"/>	I am declining insurance coverage and will be responsible for the Chromebook and AC charger if they should be lost, stolen or damaged.	
<input type="checkbox"/>	I am declining to receive a Chromebook. I understand that all assignments (or reasonable alternatives as agreed upon by school site staff), must be completed regardless of whether a Chromebook is issued.	