



East Pennsboro Area School District

1:1 Device Guide

October 2020

The policies, procedures, and information within this document apply to all Chromebook/iPad use within East Pennsboro Area School District

Program Goal

The goal of the 1:1 device program at the East Pennsboro Area School District is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

Receiving Your Device (Chromebooks grades 4-12; iPad grades K-3)

Devices will be distributed during select dates prior to the beginning of the school year and/or during the school year. **Parents and students must sign and return a EPASD Device Agreement BEFORE a device will be issued to the student.**

Protection Plan

Students are required to purchase a non-refundable \$25 protection plan for their device **before being issued a Chromebook/iPad or iPad**. Under the protection plan, the District will cover a one-time replacement cost for unintentional damage to the Chromebook/iPad beyond what is covered by the manufacturer's warranty. After the use of the initial protection plan, students will be required to purchase an additional protection plan to cover further damages. The District reserves the right to increase the amount of the protection plan for subsequent purchases. Students will be responsible for the full cost of replacement if it is determined that damage has been caused by intentional abuse or misuse. The cost for the initial protection plan will be reduced by 50% for students eligible for reduced lunch. The initial protection plan fee will be waived for students eligible for free lunch. Free and reduced discounted waiver of fee will be verified by presenting the district-generated eligibility letter to the school official distributing the device to the student.

Return

While enrolled at EPASD, the District maintains ownership of the device. If requested by the Technology Department, students may be required to turn in the Chromebook/iPads for maintenance or inspection.

Any student who transfers, withdraws, graduates, or is expelled from EPASD will be required to return his/her Chromebook/iPad and accessories upon termination of enrollment. If the Chromebook/iPad and accessories are not returned, the parent/guardian will be held responsible for payment in full.

Using Your Device (Chromebook/iPad)

At School

The Chromebook/iPad/iPad is intended for use at school each day. In addition to teacher expectations for device use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebook/iPads. Students are responsible for bringing their devices to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebook/iPad.

If a student leaves their device at home, he/she is responsible for getting the coursework completed as if their device were with them in school. If available, a classroom loaner may be utilized by a student who forgets to bring their device to school. However, students should NOT expect a loaner to be available. Other district computers (i.e. - desktops in the library) MAY be available for student use.

At Home

Students are encouraged to use their EPASD devices at home and other locations outside of school. A Wi-Fi internet connection will be required. Students are bound by the East Pennsboro Area School District Acceptable Use of Computers/Networks/Internet Policy (815) and all rules of this Guide regardless of where they use their devices and regardless of the source of the Internet connection.

Printing

At School:

Black and white printing is available from the Chromebook/iPads while at school. Each student is provided a “printing budget” at the beginning of the school year. All printing will be subject to District, classroom and teacher requirements. Printing from iPads at school is not supported or allowed.

At Home:

The Chromebook/iPad 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. Please see <http://support.google.com/cloudprint> for more details. Chromebooks/iPads will generally connect easily to most Airprint enable printers.

Managing Your Files and Saving Your Work

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will assure your files are accessible from any computer with internet access. Some files may be stored on the Chromebook/iPad’s hard drive. However,

- The District will not be responsible for the loss of any student work
- Students are encouraged to maintain backups of important work.

Taking Care of Your Chromebook/iPad

Students are responsible for the general care of the Chromebook/iPad they have been issued. Chromebook/iPads that are broken or fail to work properly must be immediately taken to the library and logged for repair.

General Precautions

- No food or drink should be placed next to the Chromebook/iPad
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook/iPad

- Heavy objects should never be placed on top of Chromebook/iPads
- Chromebook/iPads should never be exposed to extreme temperatures or direct sunlight for extended periods of time
- Chromebook/iPads should never be carried with the screen open
- Students should never disassemble Chromebook/iPads and attempt their own repairs.

Cases

- Each student will be issued a protective case/hard shell for his/her Chromebook/iPad. **This case is to remain on the Chromebook/iPad at all times.**
- Students are required to use the District-issued case/hard shell for their Chromebook/iPads. Personally owned cases are not permitted.
- Although the cases/hard shell provide some protection against damage, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Charging

- Chromebook/iPads must be brought to school each day in a fully charged condition.
- Each issued Chromebook/iPad will include an AC adapter. This adapter should be used to charge the Chromebook/iPad at home.
- Students will be permitted to charge Chromebook/iPads, in emergency situations only, in the classroom at the teacher's discretion.
- Charging outlets are available in the library and the common areas for student use.
- Students and/or parents and guardians will be responsible for the purchase price of a new AC adapter if their initially issued AC adapter is damaged or lost.

Screen Care

The most commonly damaged feature of a Chromebook/iPad is the screen. The Chromebook/iPad screen can be damaged if subjected to heavy objects, extreme temperatures, rough treatment, certain cleaning solvents, and other liquids to name a few. The screens are particularly sensitive to damage from excessive pressure.

- Do not carry the Chromebook/iPad by its screen
- Do not put pressure on the top of the Chromebook/iPad when it is closed
- Do not store a Chromebook/iPad with the screen open
- Make sure there is nothing on the keyboard before closing the lid
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth

Asset Tags

- All Chromebook/iPads will be labeled with a District asset tag
- Asset tags may not be modified, removed, or tampered with in any way while the student is enrolled in the East Pennsboro Area School District.

Storing Your Chromebook/iPad

- When students are not monitoring their Chromebook/iPads, they should be stored in their lockers with the locks securely fastened. Nothing should be placed on top of the Chromebook/iPad when stored in their locker.
- Chromebook/iPads should NEVER be stored in a vehicle.
- Students are responsible for securely storing their Chromebook/iPad during extra-curricular activities and events.
- Under no circumstances should a Chromebook/iPad be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, the library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebook/iPads will be confiscated by staff and taken to the Library.
- The District is not responsible for safekeeping and protection of the Chromebook/iPad issued to students.

Software and Security

Content Filter

The District utilizes an Internet Connection Filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebook/iPads, regardless of physical location (in or out of school) and Internet connection, will have internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

Personalizing Your Chromebook/iPad

Students are permitted to decorate the hard-shell case attached to the exterior of their Chromebook/iPads. Skins, stickers, or other decorations MUST be school appropriate, may not affect the working condition of the Chromebook/iPad, and may NOT cover the District Asset Tag or any other District labels affixed to the Chromebook/iPad.

No Expectation of Privacy

Students will have no expectation of confidentiality or privacy with respect to the usage or content of a District issued Chromebook/iPad or iPad, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student's Chromebook/iPad at school. Chromebook/iPads are subject to confiscation at any time and without prior notice. At no time will webcams be used by the District to monitor students. By using a District issued Chromebook/iPad, students agree to such access, monitoring, and recording of their usage as stated above.

Repairing or Replacing Your Chromebook/iPad or iPad

Protection Plan

Students are required to purchase a protection plan for their EPASD issued Chromebook/iPad or iPad for a fee of \$25. The protection plan will cover the cost of a one-time Chromebook/iPad/iPad repair or replacement in the event of accidental damage. The protection plan does NOT provide coverage for the loss of the Chromebook/iPad/iPad and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. **The District reserves the right to request parents/guardians to pay additional fees based on claim history on loss, theft and damage.** Should damage occur to the Chromebook/iPad assigned to a student due to intentional damage, the parent/guardian will be solely responsible for reimbursing the school for repair and/or replacement costs in full.

Some students may be eligible for a waiver of the initial protection plan fee. The District requires the parents/guardians to purchase an additional protection plan after each claim in order for the student to receive their repaired Chromebook/iPad/iPad or a replacement Chromebook/iPad/iPad back for use. Claim history on loss, theft and/or damage will ultimately determine whether additional fees are necessary beyond the original \$25 protection plan purchase. The replacement prices listed below are estimated and the parent/guardian will receive an invoice for the actual cost of the replacement or repair:

****Online option available for signing iPad use agreement and paying insurance invoice****

To help ensure the health and safety of all our students and staff, we ask that parents please consider paying for their student's iPad insurance fee online through **MySchoolBucks.com**. The district will invoice this fee via MySchoolbucks. You will receive a notification via email when the invoice is ready to pay. Parents may sign the EPASD iPad device agreement online prior to the iPad pickup. No cash or checks will be accepted on iPad pickup days.

Don't have an account yet? Visit MySchoolBucks.com to sign up today. There is a mobile app available as well. If you have any concerns regarding payment or need to make special arrangements please contact Amy Umholtz (aumholtz@epasd.org).

Repair Costs

	<i>Protection Plan Price</i>	<i>Price for Reduced Meal Plan Participants with supporting Approval Letter</i>	<i>Price for Free Meal Plan Participants with supporting Approval Letter</i>
<i>Initial Protection Plan Purchase</i>	\$25	\$12.50	Free
<i>First Repair Due to Accidental Damage</i>	No charge for repair/replacement. \$25 charge to purchase a new protection plan	No charge for repair/replacement \$25 charge to purchase a new protection plan	No charge for repair/replacement \$12.50 charge to purchase a new protection plan
<i>Second Repair (during the school yr) Due to</i>	No charge for repair/replacement	No charge for repair/replacement	No charge for repair/replacement

Accidental Damage	\$50 charge to purchase a new protection plan	\$50 charge to purchase a new protection plan	\$50 charge to purchase a new protection plan
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The estimated cost for replacement of a Chromebook/iPad/iPad and its accessories due to intentional damage, theft, loss of device, and/or 3+ accidental claims during the course of a school year are as follows:

- 1) Chromebook/iPad; \$260
- 2) Chromebook/iPad Screen: \$150
- 3) Charger/Adapter: \$35
- 4) Case: \$25

Repair Procedures

- Students who need to have their Chromebook/iPad/iPad repaired or replaced should take the device to the School Library Staff and complete the appropriate repair request paperwork
- The Library Staff will document the issue for the Technology Department. The Technology Department will collect the device for repair.
- If repair is needed due to malicious or intentional damage, the school may refuse to reissue a Chromebook/iPad/iPad to the student.
- A repaired Chromebook/iPad/iPad may need to be restored to its original settings. Locally stored files may not be able to be recovered.
- Any monetary amounts due by the student and/or parent/guardian for damage or purchase of a new protection plan must be submitted prior to the repaired Chromebook/iPad/iPad being returned to the student.

Digital Citizenship

District issued devices should be used for educational purposes and students must adhere to the *East Pennsboro Area School District Responsible Use Policy* as well as any related policies and procedures at all times when using Chromebook/iPads, on or off campus. Students are expected to understand and comply with this Guide and Responsible Use Policy at all times when using their district issued devices.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- 1) **Respect Yourself** - Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
- 2) **Protect Yourself** - Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.

- 3) **Respect Others** - Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.
- 4) **Protect Others** - Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversation.
- 5) **Respect Intellectual Property** - Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
- 6) **Protect Intellectual Property** - Do not use pirated software or distribute music or media in a manner that violates license agreements.