

2021-2022

Student Device Procedures

Prince George County Public Schools believes that technology resources provide opportunities for students and staff in the Division. The 1:1 initiative for students will create an enriched, collaborative learning environment. The purpose of this initiative is to continue our implementation of meaningful learning, while providing students with access to the latest educational resources.

Equipment

Students will be issued the following equipment:

- Chromebook
- Power adapter and cord
- Hot Spot (if available and needed)

Distribution of Chromebooks

Elementary students will be issued their chromebook at the beginning of each school year. The procedures for taking chromebooks home will be determined by the building principal. Before a student is issued a Chromebook, the following steps must occur:

- Students and parents must read and agree to all procedures for use, care, and maintenance of the Chromebook.
- Students and parents must have a current Acceptable Use Policy on file.

Secondary students will be issued their chromebook at the beginning of their sixth grade year or upon entry into school. Before a student is issued a Chromebook, the following steps must occur:

- Students and parents must read and agree to all procedures for use, care, and maintenance of the Chromebook.
- Students and parents must have a current Acceptable Use Policy on file.

Secondary students have the option to keep the same chromebook from grades 6 - 12 pending successful annual audits and annual completion of the student device agreement.

Collection/Audit of Chromebooks

At the conclusion of each school year, secondary students will be required to present their Chromebook and power adapter so we can audit these devices, elementary students will return all items to their school on a scheduled date before the last day of school. Secondary students with a successful chromebook audit have the option of keeping the chromebook over the summer. Students/parents choosing to keep the chromebook over the summer must complete the student device agreement attached to these procedures.

If a student withdraws from the school system, the student must turn in the chromebook, adapter, and cord on or before the last day of attendance. Failure to return the Chromebook, adapter, or cord either at the end of the school year or when withdrawing from the school system will result in a fee of up to \$300 to cover the replacement cost. In addition, Prince George County Public Schools may file a report of stolen property with local law enforcement if not returned.

Device Labels

All Chromebooks will be labeled with the school division asset tag. Labels may not be removed, modified or tampered with in any way.

General Care & Usage

Caring for Device/Charging Cords

Students may not personalize the outside of the Chromebook. It remains the student's responsibility to care for and protect the device. Families may choose to add a protective case or skin to personalize the device. Students will be assigned one charging adapter and cord with the Chromebook. The charging cords will be tracked by serial number. The student is responsible for the charging cord, and it must be returned with the Chromebook at the end of each school year or withdrawal from the school system. Adapters are to remain at home for charging. Students will not be allowed to charge at school.

Taking Care of Your Chromebook

Each student is responsible for the general care of the Chromebook that was issued by the school. Chromebooks that are broken or fail to work properly must be taken to the main office of the school as soon as possible. Chromebooks owned by Prince George County Public Schools should never be taken to an outside computer service for any type of repairs or maintenance.

General Precautions

- Chromebooks should not be used near food or drink.
- Chromebooks should be used with caution with cord as the cord may be a tripping hazard.
- Chromebooks must remain free of any personal writings, drawings, stickers, and

labels.

- Chromebooks should not have heavy objects placed on or near them.
- Chromebooks should be transported with care.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed only after making sure there is nothing on the keyboard.
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth.

Operating System and Software

The Chromebook operating system, Chrome OS, updates itself automatically and is managed by Prince George County Public Schools.

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings and Forms.
- Work within these apps is stored via Google Drive in the cloud.
- Student accounts are issued and maintained through the Prince George County Public Schools' Google domain.

Using Your Chromebook At School

Each student is expected to bring their fully charged chromebook to school every day and bring the chromebook to all classes unless specifically advised not to do so by the teacher.

Inappropriate media may not be used as chromebook backgrounds or themes. The presence of such media will result in disciplinary action. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

Using Your Chromebook Outside of School

Students are encouraged to use their chromebooks for school work at home and other locations outside of school. A WiFi Internet connection will be required for the majority of chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the technology guidelines within the Prince George County Schools Code of Conduct and all other procedures in this document whenever and wherever they use their Chromebooks.

Content Filter

The school system utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, within the school network, will have all internet activity monitored by the school system. Students will also be subject to content filtering at home while on chromebooks owned by Prince George County Public Schools.

Appropriate Use and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the guidelines within the Student Code of Conduct signed at the start of the school year. Students in violation of these guidelines or other procedures in this document will be subject to disciplinary actions. Students who do not adhere to these procedures could have his/her Chromebook confiscated and network privileges at school disabled.

Repairing/Replacing and Handling Theft and Vandalism of Chromebooks

All Chromebooks in need of repair must be brought to the main office of the school or the designated helpdesk as soon as possible. Staff will examine the Chromebook and take the appropriate steps to repair the device. All repairs must be performed or authorized by the school division technology staff.

Lost Item Cost

- Charger/Power Cord \$45
- Chromebook \$300

Damaged equipment

Ultimately the student is responsible for the damage to the device; however, Prince George County Public School is offering two options for damaged equipment.

Option 1 – Chromebook Insurance - \$25 annually

This option provides you with basic protection, this insurance fully covers the 1st and 2nd damages listed below. Any additional repairs will be at the cost of the actual repair/replacement. This does not cover lost or stolen devices or charges.

Option 2 – Student funded repair

Estimated Repair Costs (subject to change)

Payments of repair/replacement costs will be made through the main office at the school.

Damage/Repair #1	Damage/Repair #2	Additional Damage/ Repairs
Cost of Repair up to \$50	Cost of Repair up to \$100	Full Cost of Repair

These repairs may include but are not limited to:

- Cracked/broken screens or case
- Broken keyboard (cracked, missing keys)
- Damage from water or other liquid

Lost, Stolen or Vandalized Chromebooks

If a Chromebook is stolen or vandalized during an educational activity inside the school day and the student is acting in good faith with the hardware; the student/parents shall contact the school office within 24 hours of the event and a replacement will be provided pending an investigation. If a student's Chromebook is lost, stolen, or vandalized outside of the school day, the student or parents must contact the proper local law enforcement and the school to report a theft. Such reports must be made within 24 hours. Note: Losing a Chromebook during the school day, not acting in good faith, or failing to report within the time restraints accounts for negligence on the part of the student.

Please click on the link to view and sign the 21-22 PGcps Technology Agreement Form.

<https://pghs.pgs.k12.va.us/ourpages/auto/2021/6/10/094399538680107829918/21-22%20PGcps%20Technology%20Agreement%20Form.pdf>

This form should be printed and sent to Prince George High School or sent to pghs-forms@pgschools.net