

Pardeeville Area School District 1:1 Student Chromebook Handbook



2024-2025

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Background Information

The focus of providing Chromebooks in the Pardeeville Area School District is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential and one of the most economical learning tools is a Chromebook. The individual use of a Chromebook is a way to empower students to maximize their full potential. Individual Chromebook use will also prepare our students for postsecondary education and the modern workplace.

According to studies and school reports, students who use a computing device in a 1:1 education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a “next generation” device that makes learning more engaging and accessible. Higher level learning results from the continuous interaction between students, educators, parents/guardians, and the extended community. Chromebooks and Google Apps for Education (GAFE) facilitate collaborative learning across all barriers. Technology immersion transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime and anywhere.



Why teach and learn in a 1:1 environment and put technology in the hands of every student?

- To access the vast amounts of digital content anytime and anywhere while stretching our students' learning beyond the classroom
- To transform learning by allowing students to collaborate, create, and personalize their learning
- To engage students with the resources, skills, and knowledge that improve student learning
- To prepare students for college, career, and life experiences in a digital world
- To retain and attract students and employees
- To give our students a competitive edge for jobs by providing similar educational experiences as other districts
- To guarantee equity of access to online tools for all students
- To model digital citizenship and 21st century technology skills
- To increase communication between students, parents, and school
- To provide options for global communication and learning within the classroom

Why use Chromebooks?

- Chromebooks need little, if any routine maintenance. They are completely web-based so there is no need for downloading or installing programs.
- Chromebooks are less expensive than other devices (iPads, Laptops, ...).
- Chromebooks are an engaging device which provide teachers a way to transform teaching and the way young people learn.
- Chromebooks have long lasting batteries and connect to the internet within seconds.
- Chromebooks save automatically to the Google Cloud eliminating lost or forgotten school work.
- Chromebooks are an “anytime and anywhere ” learning device. This makes it ideal for projects and learning which take place out of the classroom.
- Chromebooks can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

Receiving a Chromebook

- Parents will be required to sign a **paper permission slip** or **eSign thru PowerSchool** for the receipt and responsibility of the student Chromebook and AC charger.
- Chromebooks will be distributed to students within the first few days of each school year.
- Students in grades K-12 will have a Chromebook and charger assigned to them during the school year.
- ***Padded protective Chromebook cases are optional but highly recommended.*** The school store (located next to the auditorium) will have appropriate quality cases available for purchase throughout the school year as long as supplies last. Any case for an 11.6” Chromebook may be used. (preferably with handles or carry strap)
- Chromebooks will be labeled by the school district and this will be linked to the serial number.
- If a Chromebook is damaged, a student work ticket should be filled out. Staff will direct students on the next steps needed to repair their device. Staff in the LMC will check in your Chromebook and send it in for repair.
- The Chromebook and district issued email account are the property of the Pardeeville Area School District and as a result may be subject to inspection at any time. Students should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- If a student has outstanding Chromebook repair fees from the previous year that student will not receive a Chromebook until all fees are paid.

Returning a Chromebook

Grades K-12

- Chromebooks and the AC chargers will be returned during one of the final weeks of school so they can be checked, cleaned, and serviced if needed.
- Chromebook cases owned by the student should remain with the student.
- Chromebooks must be returned immediately when a student transfers out of or is removed from the Pardeeville Area School District.
- Chromebooks returned with personal sticker(s), will be charged \$1 per sticker for their removal.
- **If a student fails to return the Chromebook or charger the student/parent/guardian will pay the replacement cost of the item(s).**

Taking Care of Your Chromebook and Charger

Students are responsible for the general care of the Chromebook and charger that have been issued by the Pardeeville Area School District. If Chromebooks and chargers are broken or fail to work properly, please complete a student work ticket, or have someone help you complete a work ticket, and follow the instructions on when to bring the item to the LMC for evaluation. Chromebooks and chargers are the property of the Pardeeville Area School District and all users will follow the procedures below.

General Precautions

- Chromebooks do not respond well to liquids. Avoid applying cleaning solutions of any kind to the Chromebook. The Chromebook can be cleaned with a soft, lint free cloth. **Never** use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. If you are unsure what to use please stop in the LMC.
- Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the LMC.
- There is no “hacking” of this device.
- Never throw or slide a Chromebook.
- Your Chromebook must remain free of any permanent writing, stickers, or labels that are not the property of the Pardeeville Area School District. There will be a \$1 charge for removing personal stickers on your device when returned.
- Chromebooks have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the User Agreement and grounds for disciplinary action.
- Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- Chromebooks must never be left in any unsupervised area.
- Chromebooks should not be brought to lunch, or used in the bathrooms or the phy ed locker rooms.
- Chromebooks should be placed in the top locker compartment to avoid putting any pressure on the screen.
- Chromebooks must not be left in a location that is not temperature controlled.
- Chromebooks must be charged for school each day. This is the student’s responsibility!
- Chromebooks, chargers, and cases are assigned to individual students and they are responsible for the care of these items. Students should not lend these items to another person.
- Please do not attempt to contact the Chromebook manufacturer directly for repair questions. Please contact the Pardeeville Area School District technology department. **ALL** Chromebook parts need to be replaced by the District.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and USBs must be inserted carefully into the Chromebook to avoid damage.
- Students should never carry their Chromebooks while the screen is open.
- Students are responsible for all damages resulting from abuse or neglect.

Screen Care

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or notebooks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not use cleaning solutions.

Carrying and Transporting Chromebooks

When transporting your chromebooks, be sure to use great care.

- Chromebook lids should always be closed and tightly secured when moving.
- When transporting, remember to Power Down device and securely close the case.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- It is recommended that a protective case be purchased for transporting the Chromebook between classes. If using a case, nothing else should be stored in the case. Hard plastic covers are discouraged as they interfere with proper charging of the device.

Using Your 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 except PhyEd unless specifically instructed not to do so by a teacher.

At Home Use for Students

- The use of Chromebooks at home is encouraged for assignments and research.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your chromebook in a case or protected backpack.
- Chromebooks will be filtered off-site by the Pardeeville Area School District.
- It is expected that Chromebooks be brought to school fully charged every day.
- Chromebooks should not be in an area that could become very warm or very cold (such as a car).

Chromebook Needing Repair

- Repairs to Chromebook devices are done through work tickets. Access to work tickets are posted on the school website under Students>Links & Resources>[Student Chromebook Ticket](#). Students, parents or teachers should fill this ticket out. **We prefer that students 4th and younger have adults fill out the ticket on behalf of the student and verify the issue before submitting.**
- If a Chromebook is not functioning correctly a student work ticket should be completed. Elementary students should contact their homeroom teacher with issues and complete a work ticket if needed. Grades 5-12 should complete a work ticket and/or ask for assistance to complete one. A staff member will determine if your Chromebook can be fixed immediately or if it needs to be repaired. If the Chromebook needs to be repaired, a loaner Chromebook may be issued. A limited number of “loaner” devices are available so having a “loaner” is not guaranteed. Extensive repairs may take up to two weeks.
- If your Chromebook needs technical support for the operating system, or other support a Student work ticket needs to be completed.

Replacement/Repair Costs

The following is a list of parts and prices if the student is negligent and breaks or damages their Chromebooks. *This is not an exhaustive list of replacement/repairs and costs may vary or be increased depending on supply and demand.*

Part	Cost
Touch Pad or Charger	\$35.00
Bezel	\$25.00
Headphone Port	\$50.00
LCD Display-non-touch	\$55.00
LCD Display-touch screen	\$120
Keyboard	\$65.00
Logic Board	\$145.00
Chromebook Device Replacement-non-touch	\$275.00
Chromebook Device Replacement-touchscreen	\$350.00

Chromebook Needing a Charge

It is the student's responsibility to ensure that the Chromebook is properly stored and charged for use the next day. All Chromebooks stay charged 8-10 hours and should be fully-charged at home.

Sound, Music, Video, and Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should provide their own headsets/earbuds.
- Music is only allowed on the Chromebook at the discretion of the teacher.
- All Google apps must be district approved.

Printing

- Digital sharing of documents is encouraged, printing is discouraged.
- Printing Options:
 - Share with a staff member who will be responsible to print it for you.

Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. In addition, notify the individual or group if the image will be posted online. **Cameras may never be used in a locker room or restroom per state statute.**

Managing and saving your work on a Chromebook

- **Google Workspace for Education** is a suite of programs which includes every productivity tool needed for your coursework. **Google Workspace for Education** also allows students and staff to collaborate online at any time.
- With a wireless Internet connection, you can access your documents and files from any device, anywhere, at any time, no matter where you are.
- All files will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students may want to save their Google files by using Google Takeout. Student Google accounts will be deleted after they leave the school district.
- If your Chromebook needs repairs, it may require a reload of the operating system which will delete all locally stored files. Be sure to save all files in Google Drive.

Network Connectivity

The Pardeeville Area School District makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Updating your Chromebook

When a Chromebook starts up it updates automatically. It will always have the most recent version of the Chrome operating system as long as you shut it down occasionally. No need for time-consuming installs, updates, or re-imaging.

File Storage and Additional Software

- Students may not install additional software without teacher permission.
- While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

General Guidelines

- Read the Chromebook User Agreement within your registration materials.
- Students are responsible for their ethical and educational use of the technology resources of the School District of Pardeeville in accordance with the following board policies:
 - Policy 5513 Care of District Property
 - Policy 7540.03 Student Technology Acceptable Use & Safety and
 - Policy 7540.07 District Issued Student Email Account.

Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Pardeeville Area School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and report it to your teacher or the technology department.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or administrator.
- Plagiarism is a violation of the student policy. Give credit to sources used, whether quoted or summarized. This includes all forms of media on the Internet (graphics, movies, music, and text).
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified by: District asset tag, Serial number, and Individual user account name and password
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at the School District of Pardeeville. Take good care of it!

Account Security

Students are required to use their Pardeeville Area School District user ID and password to protect their accounts and are required to keep that password confidential.

Storing Your Chromebook

- When students are not using their Chromebook, they should be stored in a secure location.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to purchase a padded Chromebook case to protect their Chromebook.

Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the commons, computer labs, gymnasium, locker rooms, LMC, unlocked classrooms, dressing rooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff and turned into the LMC or office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
- Chromebooks are not allowed in the cafeteria during lunch. They must be stored in a secure location during the lunch period.

FREQUENTLY ASKED QUESTIONS

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to WiFi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if damaged, lost or stolen?

A. The Pardeeville Area School District will be responsible for the repair of the Chromebook for normal wear of the unit that is covered by the limited, general manufacturer's warranty. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for paying for repair or replacement of the unit. The District regards the Chromebook as all other materials that are assigned to a student, ex. Textbooks, library materials, sports equipment, etc.

Q. How are these web-based applications managed?

A. All student assigned chromebooks are managed by the school. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes. Each Chromebook is filtered.

Q. Will students receive the same device each year?

A. Yes. Students will use the same chromebook 2-4th grade, 5-8th grade and 9th-12th grade.

Q. Will the district be offering insurance for the Chromebook?

A. No. Through research, it was determined that the insurance is cost-prohibitive with inexpensive devices, such as this model of Chromebook.

Q. Does my child need to use the school issued Chromebook?

A. A Chromebook will be assigned to each Kindergarten through 12th grader for the school year for use at school after parents have signed permissions. The expectation is that all students will have a device on a daily basis.

Q. Is my child allowed to bring their own laptop, chromebook or tablet?

A. No, for the sake of equity, consistency, and management of computers it is important that all students use a school issued chromebook. Any exceptions must be approved in advance by the principal.



STUDENT CHROMEBOOK AGREEMENT FORM

Student:

I understand that my Chromebook use is not private and that the district will monitor my activity on the computer system. Chromebooks are tools to be used for educational purposes.

I have read the Pardeeville Area School District's Acceptable, Safe and Responsible Use of Technology Resources Policy and the 1:1 Chromebook Handbook and agree to abide by the stated provisions. I understand that violation of these guidelines may result in suspension or cancellation of online privileges.

Signature of Student _____

Date _____

Print Name _____

Grade _____