



Northridge Local Schools 1:1 Chromebook Program

Overview of Northridge Local Schools 1:1 Chromebook Program

Northridge Local Schools is implementing a 1:1 Chromebook program for the 2021-2022 school year. Students in grades K-12 will be assigned a device, on loan from the district, to be used solely for educational purposes. Students in grades 3-12 will take devices home with them daily. This program will allow us to increase our use of technology based instruction in the classrooms and will allow us to continue providing a quality education for our students during times of pandemic related absences from school.

1:1 Chromebook Program Policies & Procedures

General Responsibilities

- Devices are the property of Northridge Local Schools and must be returned to the District immediately at request or withdrawal from the district.
- Students will be assigned a specific device/charger and will use that device/charger for the duration of the school year. Devices will have a specific serial number and district asset labeling that should stay on the device.
- The student and parent/guardian are solely responsible for the device issued to them and must comply with the District's acceptable use policy, 1:1 program policies and student handbook policies anytime they are using the device.
- All devices are filtered 24/7 for inappropriate content. District administrators will receive alerts about inappropriate use on the device and classroom teachers have the ability to monitor use throughout the school day.
- The Northridge Local Schools Acceptable Use Policy applies to device use 24/7.
- The District will determine which apps will be available for download on the devices.
- Print services on campus will only be available for students in Grades 9-12. Printing needs for students in K-8 will be handled by the classroom teacher.

- Students in grades 3-12 will be expected to have their device fully charged and at school each day.
- Users of district technology have no rights, ownership or expectations of privacy to any data that is, or was, stored on the device, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Student Responsibilities

The 1:1 program has been implemented for the benefit of our students. Students must:

- Students must comply with the District's acceptable use policy, 1:1 program policies and student handbook policies anytime they are using the device. Violation of district policies may result in disciplinary action.
- Students in grades 3-12 must have their device with them each day at school and the device must be fully charged.
- Students who arrive at school without a device will be responsible for completing their coursework as normal. If a student repeatedly forgets their device, appropriate consequences will be assigned.
- Students must take care of their device and keep the device with them or in a secured location at all times.
- Students must report any device issues, including technical issues or device damage, to their classroom teacher immediately. The classroom teacher will coordinate with media center staff for device support.
- Students may not remove any labeling, device information or cause any physical damage to the device. Parents/guardians will be responsible for the costs associated with any device damage.
- Students are responsible for all content and activity on their assigned device.
- Students should not take photos or videos of other students or staff without their permission. Unauthorized use of content without permission is strictly prohibited.
- Students are responsible for appropriate use of device audio when in the classroom. Headphone use is at the discretion of the classroom teacher.
- Students may only personalize their device in a manner that is not permanent and does not cause damage to the device. This includes stickers, covers and cases.
- Users of district technology, including students, have no rights, ownership or expectations of privacy to any data that is, or was, stored on the device, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Parent/Guardian Responsibilities

The district has implemented the 1:1 program for the benefit of our students and families. Parents/guardians must:

- Parent/guardian must monitor student use and compliance with the District's acceptable use policy, 1:1 program policies and students handbook policies.
- Parent/guardian is responsible for the device/charger care and repair/replacement cost in the event there is damage to a device or a device is lost.
- Parent/guardian will monitor student's care, treatment and maintenance of assigned device/charger.
- Parent/guardian must immediately return the device/charger in good working condition upon request or withdrawal from the district.
- Parent/guardian will be responsible for students' use of the Internet when he/she is not at school.
- Parent/guardian acknowledges that the program policies are a guide and may not address every required or prohibited behavior by its users.
- Users of district technology have no rights, ownership or expectations of privacy to any data that is, or was, stored on the device, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Device Care Guidelines

Students should follow these device care guidelines to maintain their device in good working condition.

- No food or drink should be near the device.
- Use only a soft, lint-free microfiber cloth to clean the screen. Isopropyl alcohol wipes can be used to clean the exterior device case. Do not use household chemicals or products with ammonia to clean your screen or device.
- Devices should be cleaned before being transported to the school building in order to prevent transmission of COVID-19.
- The power supply cord must be inserted carefully into the device and plugged into a wall outlet free from household traffic.

- Do not put pencils, pens, or anything on, or around the keyboard. If an object is left on or around the keyboard area while closing the lid, the screen may crack.
- The device must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of the device.
- Do not allow the device to get damp or wet.
- Never lift the device by the screen or carry the device with the screen open.
- The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.

Device Damage & Replacement Information

With the implementation of a 1:1 device take home program, there is a need to protect the investment of the District and our families. Students will be assigned a device/charger at the start of the year and will be responsible for both throughout the school year. Parents/guardians will be responsible for the device repair or replacement costs as determined by the district. Parents/guardians must not make arrangements for repairs or replacements with outside vendors.

Damage to devices due to intentional reckless, willful, wanton and/or malicious behavior will not be tolerated and is subject to appropriate disciplinary action. These include but are not limited to:

- Key removal (Full or partial)
 - Keys and the rubber attachment supports do not fall off without force being applied. Missing keys are a direct result of picking or pulling at the device and intentionally removing the keys.
- Rubber removal (Full or partial)
 - Rubber supports on the device are for protective purposes and are attached with adhesive and/or mounting notches. Rubber supports do not fall off without force being applied. Missing rubber supports are a direct result of picking or pulling at the device and intentionally removing keys.
 - Rubber supports are not available as a replacement part and can not be repaired. Parents/guardians of students who remove rubber supports from a device may be held responsible for full replacement cost of the device.
- Coloring, drawing or writing on a device (Intentional)
 - Repair costs will be assessed if excessive cleaning is required to rid a device of coloring, drawing or writing on a device. Permanent markings

may result in parts or device replacement based on the severity of damage.

- Damage resulting from use of harsh chemicals to remove permanent markings may result in parts or device replacement based on the severity of damage.
- Etching or carving
 - Etching or carving on a device will be considered intentional and may result in parts or device replacement based on the severity of damage.

Device repair costs are determined by the device make and model replacement part costs and repair time costs. The District will maintain an up-to-date list of replacement part and repair labor costs for use in assessing repair costs. Replacement costs are based on current market pricing of like or similar device with approved district vendors.