



**WILLIAMSPORT AREA SCHOOL DISTRICT**

**Student Chromebook  
Handbook  
2020 - 2021**

## **WASD 1:1 Learning Initiative**

The Williamsport Area School District (WASD) is embarking on an initiative to provide a digital device (Chromebook) to every student for use in a 1:1 learning environment. In most cases, students will take the devices home with them for research and homework assignments during the school year.

The device, accessories, and all necessary software are provided free of charge but, in accordance with applicable laws, parents/guardians may be held financially responsible for damage, loss, or theft of the device under certain circumstances. These circumstances are more fully described in this handbook.

### **Program Overview**

The WASD 1:1 Learning Initiative is an academic program, and the Board policies (815 and 224) govern the use of the Chromebook support its academic use. These Board policies can be accessed on our District website at [www.wasd.org](http://www.wasd.org). Students will be issued a Chromebook device at the beginning of each program phase or upon enrollment to WASD. For additional information on this initiative, please visit the WASD Website. Program phases are below:

<b>PHASE</b>	<b>GRADES</b>
Primary	K – 3
Intermediate / Middle School	4 – 8
High School	9 - 12

Students will maintain custody of the same Chromebook device for the duration of their phase. For instance, a new Kindergarten student will be issued a Chromebook at the beginning of their school year. They will keep that Chromebook through each school year and summer (if enrolled in the WASD Chromebook Insurance Program) until the end of their third-grade year. Then, at the beginning of their fourth-grade year that student will be issued a new Chromebook device by the district and they will maintain custody of that device throughout their new program phase.

### **Guidelines for Usage**

The District needs to provide a learning environment that integrates today's digital tools, accommodates mobile lifestyles, and encourages students to work collaboratively in team environments. Through providing this learning environment, we will meet these demands which will allow students to manage their own learning at any time and any location. However, the Internet is not the place for all-access pass. The District has integrated Internet filters and monitoring software into the Chromebook device. The District will partner with the Parent/Guardian to provide the safest online educational environment possible for our students. Although measures have been taken to minimize online risk, students of all ages need supervision. Please refer to the District website for further information.

### **Liability**

The Chromebook is issued to the student, who, with his or her parents or legal guardians, is the only authorized user of that device. Although each student accepts responsibility for the care and use of the device, the device remains the sole property of the District. The District owns licenses for the software installed on the device. Under no circumstances may any of this software be transferred to any other device. In the event of damage to the Chromebook caused by vandalism or negligence, parents may be charged for the required repair.

**Daily Use**

Students are expected to arrive at school every day with their device battery fully charged. Students that fail to have their battery fully charged will be subject to appropriate disciplinary action.

**Network Access**

Use of the District network is governed by the District Acceptable Use Policy. Students have a personal folder in the cloud accessible only to them and District personnel.

**Web Access and E-mail Access**

Students will utilize their school issued e-mail account or the District Learning Management System, Schoology, to communicate to teachers and administrators. Under no circumstance shall students use their own personal email to communicate with District employees.

**Care**

Devices should not be left in temperatures below 35 degrees or above 90 degrees. Food drinks or pets should not be near the device to avoid damage. Rain, wet hands, and high humidity are risky to devices and should be avoided. Devices are not to be left in a vehicle; this encourages theft and exposes the device to temperature changes outside of their operating limits. This is considered negligence (please refer to the section titled Liability).

*Students may not personalize the device, case, or peripherals in any way.* This constitutes vandalism and will be subjected to appropriate disciplinary action and where appropriate, monetary restitution.

**Loaner Devices**

Should the device become inoperable a student will be issued a loaner device while their device is being repaired. Students may also check out loaner devices from their school library for use during that school day. All loaners checked out from the library need to be returned by the end of that school day. The loaner device assumes all aspects and policies of the student originally issued device.

**Troubleshooting**

Students should report any device problems (i.e. printing, software issues, synching, etc.) to the Technology Department via the Student Helpdesk located in the student's Dashboard. Students are prohibited from trying to troubleshoot any hardware problem. Under no circumstances shall the District owned device be taken to a third-party for repair or troubleshooting. All issues relating to the functionality of the laptop shall be reported to the Technology Department.

Failure to abide by this policy, regardless of resolution, will be considered vandalism and/or negligence. (Please refer to the section titled Liability).

**Live Streaming**

Recording, sharing or posting of livestream instruction is prohibited by the student, whether in person or virtual. Students are also prohibited from accessing livestreams for any class they are not scheduled to attend. Students must view livestreams in a location not accessible to the general public. Students' webcams will not be enabled by the District.

**Cyber-bullying**

The Williamsport Area School District recognizes that bullying of students has a negative effect on the educational environment and overall climate of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying. For more information, please see Williamsport Area School District Board Policy #249.

**Chromebook Insurance Program**

The District will cover maintenance and minor wear and tear typical of normal use of the Chromebook device. Any damage exceeding normal wear and tear will be the responsibility of the student. The District is offering an *optional* Chromebook Insurance Program to provide financial protection against accidental damage (including screen breakages) of the Chromebook devices. This program is self-funded, and all monies collected will be deposited into a special account to be used for repair or replacement of damaged, lost, or stolen student devices. The purpose of this program is to help offset the cost of a lost or damaged Chromebook to families, and it can provide significant savings in the event of accidental damage or loss.

**TERMS AND CONDITIONS:**

The annual coverage fee is “per student.” The initial coverage fee includes one (1) incident per year. A cost share fee equal to the student’s annual coverage fee will be charged for subsequent incidents for the same device for the remaining school year.

The insurance policy covers accidental damage. **The only exclusions are dishonest, fraudulent, intentional, negligent or criminal acts**, which would result in the complete repair and/or replacement to be paid by the student.

Any damage caused deliberately will be classified as vandalism. Students will be billed for repairs caused by vandalism, and disciplinary action may be taken. If the Chromebook is misplaced, lost, or stolen, you must notify the school immediately and file a police report within 48 hours of the incident with a copy of the police report provided to the District.

**Coverage Fees:**

Lunch Status	Enrollment Fee (Yearly per Student)	Cost Share Per incident
Free	\$5	\$5
Reduced	\$10	\$10
Paid	\$20	\$20

**Coverage Details:**

- Damage: pays for damage to the Chromebook on school property or any other location.
- Accidental Damage: Pays for accidental damage caused by liquid spills, drops, falls, and collisions.
- Theft: Pays for loss or damages due to theft; a claim must be made the next school day and must include a copy of a police report.
- Fire: Pays for loss or damage due to fire; a copy of the official fire report from the investigating authority must be included with the claim.
- Electrical Surge: Pays for damage to the Chromebook due to electrical surges.
- Natural Disasters: Pays for loss caused by a natural disaster.

The Parent/Guardian may not substitute homeowner insurance or personal insurance for School District Chromebook Insurance. The insurance fee cost is not subject to reduction or refund for partial year participation due to late enrollment in, or early withdrawal from, the school district.

The Chromebook Insurance Program enrollment period is from the beginning of the school year through October 1<sup>st</sup>. For new students enrolling in the school district after the October 1<sup>st</sup> enrollment deadline, the enrollment period will be within the first ten (10) school days after receiving a student device. After the enrollment period, Parents/Guardians will need to wait until the subsequent school year to enroll and would therefore be fully responsible for damage to the Chromebook.

For incidents covered by optional insurance, Parent's/Guardians will be asked to submit payment of any applicable cost share fees prior to the student receiving a repaired or replaced device. For incidents not covered by optional insurance, Parents/Guardians will be invoiced for the full cost of repair or replacement.

In the event that invoices are not paid within thirty (30) days, any or all of the following actions may be taken by the District, until such time as the invoiced amount is paid in full:

- Additional correspondence/contact requesting payment
- Withholding of student grades and/or transcripts
- Suspension of discretionary activities for the student
- Referral to a collection agency

In cases where a replacement device is necessary, the District will decide what type of device will be provided as a replacement.

**Current estimated repair/replacement costs WITHOUT insurance:**

	Touch Screen Chromebook (K-3)	Non-touch Screen Chromebook (4-12)
Screen Repair	\$150	\$40
Power Adapter	\$35	\$35
Keyboard Repair	\$35	\$35
Device Replacement	\$320	\$225

***Enrollment Process***

Parents/Guardians have the option to decide if they want to participate (Enroll) in the student Chromebook Insurance Program or not to participate (Opt-out) and **assume full responsibility** to pay for accessory replacement costs or repair/replacement of a damaged Chromebook.

Chromebook coverage packages will be sent home with student(s) the first days of school and will be available after that at each school's main office or online via the district website.

1. Complete the Parent / Student One-to-One Agreement and circle the desired enrollment option.
2. If enrolling, place the coverage fee for the appropriate enrollment option in the provided envelope or make payment via credit/debit card via SchoolCafe.com.
3. Envelopes with completed and signed Parent / Student One-to-One Agreement and payment are returned to the student's homeroom teacher. For remote learning students the Parent / Student One-to-One Agreement and Chromebook Insurance Program enrollment coverage fees will be provided and collected during the assigned device pickup day at the student's school.

If the Chromebook Insurance Program enrollment option is not completed or left blank for any reason, the Parent/Guardian will be considered to NOT have any insurance coverage. The Student will be assigned a Chromebook for use during the school

All coverage claims should be filed with the school's main office on forms that will be made available in each school office.

### ***Enroll to Own***

Students who participate in the WASD Chromebook Insurance Program and maintain good standing each of those years are eligible to keep their device at the completion of that program phase. Students who enroll in the middle of program phase are not eligible for this benefit until the following program phase. Students who opt-out of any year within a program phase are also opting out of the Enroll to Own benefit for that program phase. Students who do not maintain a good standing in the Chromebook Insurance Program (e.g., outstanding cost share fees or invoices past 30 days) are disqualified from participating in the Enroll to Own benefit.

### ***Summer Break***

Students who participate in the WASD Chromebook Insurance Program are eligible to maintain custody of their Chromebook devices over summer break. Students who opt-out of the WASD Chromebook Insurance Program are also opting out of maintaining custody of that device over summer break. All devices for students who have not enrolled in that school year's Insurance Program will be collected at the end of the school year and distributed back to the student at the beginning of the following school year.

### ***Student Monitoring***

All student devices and accounts are actively and continuously monitored by a program designed and developed for Chromebook devices in K-12 school districts. This software allows District administrators to view the activity of the student 24/7 on their device. Teachers, during their classes, will be able to monitor and manage the devices of the students in their class. This management could include restricting websites, locking the device, or only allowing specific sites or tools to be used.

The Williamsport Area School District values our partnership with the Parents / Guardians of our students. As a continuation of that important relationship, the District will offer a GoGuardian Parent App where the Parent or Guardian can monitor the online activity of their students as well as implement certain restrictions for their students during non-instructional times.

### ***Internet Access***

If your student does not have internet access in their home, please review the district website for alternate locations offering free wi-fi, including District building parking lots. If additional assistance or coordination is required, please contact the Technology Department via the student's Help Desk.

### ***Requesting Assistance***

Students and Parents or Guardians will have access to a Help Desk system located in the student's dashboard. This Help Desk should be used to request assistance both for technology-related issues and instructional assistance. Details on how to access this important resource are located on the District website.