



"Commitment to Excellence"

1:1 CHROMEBOOKS IN-SCHOOL INITIATIVE

2017-2018



Neshannock Township School District

New Castle, PA

Neshannock Township School District

Chromebook In-School Initiative

Table of Contents

Classroom Set of Chromebooks.....3

Planning for In-School Chromebook Implementation.....3

Storage and Charging.....3

Assignment of Chromebooks to Teachers.....4

Warranty and Insurance.....5

Classroom Procedures.....5-6

Care and Handling of Chromebooks.....6-7

Chromebook Assignment Sheet.....8-9

Chromebook Repair Log.....10

Chromebook Cart Sign Out Chart.....11

Classroom Set of Chromebooks

Neshannock Township School District Central Office recommends the campus use the Chromebooks as classroom sets during the 2017-2018 school year. While the take-home option is not available at this time, the decision requires board approval. The NTSD campus may consider full adoption of the In-School 1:1 initiative, or partially move to In-School and Take-Home model for the 2018-2019 school year.

Planning for In-School Chromebook Implementation

Chromebooks under the current policy do not leave the school building. They can be moved from room to room with teacher approval. Students are responsible for these devices at all times. Chromebooks will be returned to the charge stations daily at the end of the school schedule. Seventh and eighth grade students will return the Chromebooks to their homerooms during the final two minutes of the school schedule or during any time approved by administration.

Storage and Charging



All Chromebook charging carts and Chromebook devices will be labeled. Each classroom set of Chromebooks assigned to teachers will be stored in a charging cart inside the classroom. Classrooms must be locked when teacher is not in the room.

Keeping the Chromebooks connected to the charging station when not in use will ensure that all Chromebooks have enough charge to last all day long. Additional Chromebook carts will be stored and additional Chromebooks will be substituted in the event that a student or teacher Chromebook malfunctions.

Additional carts may also be utilized in a classroom if a teacher requests the cart and is available and approved by the technology department.

Carts that are signed-out must be locked when not in use and the classroom/room must be locked when left unsupervised. A separate calendar/sign-out sheet may be created to organize the check-out system (possibly a Google Doc). Teachers must make sure all equipment is accounted for when returning the cart. The Director of Technology can aid any teacher or staff member that may require assistance.

Assignment of Chromebooks to Teachers

The teachers assigned to a cart for daily use will be approved by the Superintendent or the Board of School Directors. Additional Chromebooks will be designated as spare sets. These Chromebooks will be used to replace disabled Chromebooks or made available to teachers who are using any learning software in their classrooms. Extra Chromebooks will be purchased for additional grade levels with Board of School Director approval.

Warranty & Insurance

A total of 400 Chromebooks were ordered in July of 2017 with no warranty. An extra bundle of the 400 Chromebooks will be designated as extra devices used for replacement issues or signing out to teachers and staff. We will closely monitor and document any use of the extra devices.

Classroom Procedures

Teachers will review the acceptable use policy with their students during the first week of class and throughout the year. Homeroom teachers will send home contracts for the students and parents to sign. The contracts will cover general rules/guidelines for the 1:1 program and the student/parent Chromebook agreement form. All contracts must be signed and returned by the end of the second full week of school or the student may lose his/her Chromebook privileges. The technology department will assist in this matter by contacting the parents/guardians.

The following guidelines must be taken into account to properly manage a Classroom Set of Chromebooks:

1. Chromebooks stay on campus grounds and are used for in-school reasons only.
2. Acceptable Use Policies must be reviewed with the students on the first day of class.
3. Each Chromebook and cart must be labeled properly.
4. Teacher must establish a routine to distribute and collect Chromebooks in the classroom.
5. If a Chromebook is not working properly, students must report it to the teacher immediately. The teacher must fill out a damaged Chromebook form and he/she will be assigned a loaner device if applicable.
6. No food or drinks are permitted near the Chromebooks.

7. Chromebooks must be kept flat while in use.
8. Chromebooks must be plugged in when they are returned at the end of the school day.
9. Students are responsible for care and proper use of their assigned Chromebooks in the classroom. **Students will be charged up to the full price of the device that has been damaged due to intentional misuse or abuse.**
10. Teachers will report a damaged Chromebook by using the most current ticket system.
11. All carts and classroom doors must be locked when the room is not in use.

Proper Care and Handling of Chromebooks in the Classroom

Chargers

- Avoid bending the charger's cord at sharp angles. Keep them untouched in the charging cart.
- Be gentle when connecting and disconnecting the power cord.

Heat

- Always place your Chromebook on a flat, stable, hard surface.
- Do not place on stacks of paper, cloth, blankets, or anything else that is an insulator.
- The bottom of the Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper air flow to operate correctly.

Properly Handle the Chromebook

- Do not drop the Chromebook. This can break the screen, hinge, camera, or worse.
- Keep your Chromebook away from edges of tables and desks.

- Use both hands when you are transporting your Chromebook.

Food and Drinks

- Keep all food, drinks, and liquids away from the device.

The Screen

- Do not touch the screen. You will leave smudges, scratches, or possibly break the screen if you do so.
- Do not open the screen past its breaking point.
- Do not pick up the device by the screen.
- Do not place items on top of the Chromebook.

Keeping Your Device Clean

- Don't use your device while eating. Make sure your hands are clean prior to use of the Chromebook.

User Responsibilities

- The school Chromebook is assigned to a specific student. Do not let a student use another student's device.
- Students who damage or destroy another student's device will be held responsible and may have to pay for a replacement part of device.

Never Open the Device

- Do not attempt to open the device. You may damage the computer or harm yourself. Report any damage to the Director of Technology by following the proper procedure.

Chromebook Assignment Sheet

Teacher	Grade/Class Name
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Chromebook Number	Student's Name

Chromebook Repair Log

Teacher Name	
Room #	
Chromebook # / Serial #	

Mark the item(s) that best describes your Chromebook issue(s).

Check All That Apply	Description of Problem
<input type="checkbox"/>	No internet connectivity
<input type="checkbox"/>	Screen is damaged
<input type="checkbox"/>	Hinges are broken
<input type="checkbox"/>	Chromebook does not turn on
<input type="checkbox"/>	Damage to keyboard
<input type="checkbox"/>	Other:

Teacher Signature

Date

To be used by the Technology Department

Date received	
Date repaired	
Cost/solution	
Tech employee	
Comments	

