

# Policy: Chromebooks



Developmental Research School  
at the University of Florida

To maximize student potential and equip students with essential tools, skills, and knowledge in the information age, P.K. Yonge issues Chromebooks for student use. Students in grades 4-5 use Chromebooks on campus. Students in grades 6 -12 use Chromebooks on campus and at home. The Chromebook is school property and its use is governed by policies governing student behavior and outlined in the Code of Student Conduct and the Policy for Acceptable Use of Technology.

<http://pkyonge.ufl.edu/information/policies-publications/>

Chromebooks are distributed at the beginning of each school year and use of the Chromebook is required for students in 4<sup>th</sup>-12<sup>th</sup> grades. Before a Chromebook is issued to a student, Parents/Guardians and Students must sign and return:

- Chromebook Device Agreement
- Internet Applications Consent
- Acceptable Use Agreement

Chromebooks, power adapter/AC cables, and cases are returned during the last week of the school year. Students who withdraw or are dismissed from P.K. Yonge for any reason must return their school-issued Chromebook, power adapter/AC cable, case and peripheral devices or instructional technology tools provided prior to the date of final exit from P.K. Yonge.

Failure to return Chromebook, power adapter/AC cable, case, other devices or instructional technology tools at the end of the school year or upon termination of enrollment at P.K. Yonge requires payment for the replacement of the unreturned equipment. If an item is not returned and the fine/replacement fee is not paid, a theft report will be filed with the University of Florida Police Department and the student may be subject to criminal prosecution.

Students are responsible for damage to the Chromebook, power adapter/AC cable, case, or other equipment. Students will be charged a fee for necessary repairs not to exceed the replacement cost of the Chromebook. Should repairs exceed the cost of the Chromebook, the student will be required to pay for its replacement.

Chromebooks not functioning properly, damaged, lost, or stolen must be reported the IT team immediately. All reports will be investigated and addressed. Fines will be imposed in accordance with the chart included in this policy. Deviation from outlined procedures outlined here may be carried out at the discretion of school administration.

## School Responsibilities

- To provide students with devices to be used for academic purposes
- To provide support for devices that are damaged or not functioning
- To provide loaner devices when Chromebooks are not functioning
- To record Chromebook serial numbers and barcodes of devices issued to students
- Provide Internet and online course material access to students during school hours
- Provide Internet filtering and device monitoring

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## Student Responsibilities

- To use Chromebook governed by the Chromebook Policy, Acceptable Use of Technology, Code of Student Conduct
- To bring Chromebook to school fully charged
- To keep Chromebook in the protective case provided by P.K. Yonge. A 'home-supplied' case may be used if parent/guardian determines it offers better protection
- To keep Chromebook clean
- To take care when inserting cords, cables, USB adapters, and USB memory sticks
- To keep Chromebooks out of direct sunlight for extended periods of time
- To pay fines to replace a lost/stolen device if resulting from student's actions
- To keep Chromebook out of backpacks/bags with books, binders, or other items that may cause damage
- To keep Chromebook free of writing, drawing, stickers, or labels
- To keep Chromebook in a safe place (not in an unlocked locker, unlocked car, in the lunchroom, on the school bus on trips, on the benches, or any other unsupervised area)
- To report damage/loss to IT Team immediately

Issue	Student Action Necessary	Cost
Damage	Student reports immediately to IT Team (Building Q Room 501). Device is checked-in for repair and loaner device may be issued.	Determined based on current cost of equipment
Loss or Theft	Student Reports to IT Team (Building Q Room 501), for recovery measures to be taken. Report is made to administration immediately.  If the device is stolen, a police report MUST be filed with the University Police Department or a student's local law enforcement agency. Direction for the location of filing the police report will be given by school administration. A copy of the report MUST be provided to the school and to the IT Department.	Determined based on current cost of equipment
Lost/Damaged Chromebook Charger and AC Cable	Student reports to IT Team (Building Q Room 501)	Determined based on current cost of equipment

## Potential Chromebook Damage Charges

Missing hinge cover and missing hinges/knobs	\$30
Cracked frame around screen	\$25
Damage to screen	\$60
Damage to top cover	\$55
Damage to bottom cover	\$55
Damage to ports (not connected to motherboard)	\$50
Damage to ports (connected to motherboard)	\$300

Damage to motherboard	\$300
Damage (liquid)	Up to \$300
Damage to trackpad/touchpad	\$50
Damaged/missing power brick	\$50
Missing damaged A/C power cord	\$25
Missing case	\$35

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## USING A P.K. YONGE CHROMEBOOK

Chromebooks are intended for instructional use at school each day. Student's school work, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. **Students are responsible for bringing their Chromebooks to all classes, unless specifically instructed not to do so by their teacher.**

- Use of Chromebooks is governed by the Chromebook Policy, Acceptable Use of Technology, and Code of Student Conduct. Policies are located at <http://pkyonge.ufl.edu/information/policies-publications/>
- Students are responsible for all activity that takes place on the Chromebook.
- The school reserves the right to review, monitor, and restrict information stored on or transmitted via P.K. Yonge Developmental Research School owned equipment including, but not limited to the Chromebook
- Students are responsible for completing coursework even if they do not have their Chromebook.
  - If left at home, loaner devices/loaner charges are NOT provided.
  - If undergoing repair, a loaner Chromebook will be provided.
  - Loaner Chromebooks may be used for a maximum of 45 days.
- Student files may be saved to P.K. Yonge Google Drive accounts or to USB storage devices.
- Students may set up access to home wireless networks.
- Chromebook malfunctions are unacceptable excuses for failure to submit work.
- Attempts to modify or remove restrictions or settings on the Chromebook or change the configuration (including music, games, videos, images, e-Books, and apps) will result in immediate disciplinary action.
- Any attempts to repair or take apart Chromebooks will be considered damage and charged accordingly. Students should not make any attempts to repair Chromebooks on their own.

## Chromebook Inspection

Students may be selected at random to provide their Chromebook for inspection. Chromebooks may be inspected for: functionality, maintenance, serviceability, and various violations of acceptable use when using the Chromebook.

## Technical Difficulties

If technical difficulties occur, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any documents deleted due to a need to reformat and/or re-image any device.

## Software Upgrades

Upgrade versions of licensed software/apps will become available on a recurring basis. Students are encouraged to update their Chromebook, if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically by the IT Administrator.

## CONDUCT WARRANTING DISCIPLINARY ACTION

Examples of conduct warranting disciplinary action include, but are not limited to, the following:

- Downloading and storing inappropriate media or documents on a Chromebook
- Leaving Chromebook unattended
- Adjusting settings on a Chromebook that is not issued to you
- Logging in under a personal Google account to download purchased apps for yourself or another student(s)

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- Leaving Chromebook at home
- Loaning a school-issued Chromebook to other individuals inside or outside school
- Incurring damage through lack of care for the Chromebook and other peripheral devices
- Usage prohibited in the Acceptable Use of Technology Policy, Code of Student Conduct

## STUDENT AND PARENT/GUARDIAN AGREEMENT FOR CHROMEBOOK USE

- I/we understand that the use of Chromebooks will be governed by all terms and conditions of the P.K. Yonge DRS policies and regulations, including but not limited to the Acceptable Use Policy and Code of Student Conduct.
- I /we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by P.K. Yonge administration.
- I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
- I/we understand the terms and conditions with regard to damage, loss, or theft of the Chromebook.
- I/we understand that students take Chromebooks home each day for school-related use
- I/we understand that students must have Chromebooks in school every day.
- I/we understand that students must return Chromebooks at the end of the school year in the condition they were received.
- I/we understand that problems with, damage to, loss or theft of the Chromebook must be reported to the IT Team.
- I/we understand that P.K. Yonge DRS reserves the right to conduct unannounced inspections of student Chromebooks.

## INTERNET APPLICATIONS

Applications that utilize web and web browser technologies to accomplish tasks over a network through a web browser are used during instruction at P.K. Yonge. The Google Suite is native to Chromebooks and is used during the school year.

The following services are available to each student:

**Google Calendar** - individual calendar for organizing schedules, daily activities, and assignments

**Google Classroom** - supports the use of the Google tools in an instructional setting

**Google Docs** - word processing, spreadsheets, drawing, and presentation tools similar to Microsoft Office

**Google Sites** - website creation tool

Each student's Google Suite content is accessible to P.K. Yonge school personnel including faculty and administration.

In addition to the Google Suite, P.K. Yonge uses a Learning Management System in the upper grades. Learning Management Systems allow teachers to plan, implement, and assess learning processes. Through Learning Management Systems, teachers create and deliver content, monitor student participation, and assess student performance. Using these tools students collaborate, create, edit, and share files and websites for school-related projects and communicate with other students and teachers. These services are entirely online and available 24/7 from Chromebooks or computers with Internet access.