



Chromebook
STUDENT/PARENT HANDBOOK
Technology Services

Revised April 21, 2017

Elementary, Middle & High School Chromebook 1:1 Initiative

Wilson Preparatory Academy is providing an Acer Chromebook for grades 3 to 11 students. The Acer Chromebooks are equipped with predetermined applications (apps). All users of the Acer Chromebooks will be required to review this document, as well as sign an agreement with the school to protect the device.

User Fees

Each student in WPA will pay a yearly, non-refundable user fee. The fee is \$35 for students who pay full price for lunch, \$30 for those who pay the reduced lunch price, and \$25 for those who receive free lunch.

Goals for Student Users

- To increase student productivity in and outside of the classroom when completing assignments, projects and other activities assigned in all classes.
- To capitalize on the convergence of academic resources all on one device, including eBooks.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

General Information

Student use of the Acer Chromebook falls under the guidelines of the school's Acceptable Use Policy for technology and the school level Acer Chromebook Discipline Policy. (See Page 5) Access to the internet is monitored through the school's content filtering software and all rules and expectations are applied to the use of the Acer Chromebook. Apps, activities and documents stored on the Acer Chromebook are subject to regular review and monitoring by Wilson Preparatory Academy.

Modification of Acer Chromebook

Students should **not**:

- Modify the Acer Chromebook in any way other than instructed by school personnel. This includes restoring or resetting the Acer Chromebook, which is *strictly prohibited*.
- Exchange Acer Chromebook with another student.
- Allow other students to retain or remove the Acer Chromebook from their presence.
- Apply any permanent marks, decorations, or modifications to the Acer Chromebook.
- Remove the supplied cover for the Acer Chromebook.
- Synchronize the Acer Chromebook with another computer.
- Clear or disable browsing history
- Set a password on the device.
- Disable the Acer Chromebook or its apps.

Not following these guidelines will be treated as failure to comply with the school's Acceptable Use Policy and will be dealt with as specified in the school's discipline code and Acer Chromebook Discipline Policy, page 5. Infractions may

result in loss of Acer Chromebook use and/or suspension as well as monetary fees if the incident results in damage to the Acer Chromebook, accessories or loss of paid Apps.

Loaner Devices

Students who receive a loaner device for use during the school day are responsible for adhering to the policies as outlined in this document, including modification, use, and damage/replacement policies.

Personal Devices

Students may bring personal Acer Chromebook for classroom use. However, a prior meeting must be held with the school technology facilitator or designee to receive an Acceptable Use Policy specifically designed for personal devices. A list of needed apps will be provided to the student and must be downloaded to their Acer Chromebook prior to bringing it to school for class use. If there is a paid App the county is using, the technology facilitator or designee will download this app for the student at no cost to them or the parent.

Using the Acer Chromebook

Use of the Acer Chromebook will require a few necessary tasks to keep the device performing well.

- Clean the screen often with approved cleaning towels only, no cleaning chemicals should be used on the Acer Chromebook.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Charge the Acer Chromebook only with the included charger using a standard wall outlet for the power source.
- Document any software/hardware issues to your teacher as soon as possible.
- Keep the Acer Chromebook in a well-protected temperature controlled environment when not in use.
- Students may use non-Apple brand accessories.
- Do not leave the Acer Chromebook in a vehicle or location that is not temperature controlled.

Apps

Wilson Preparatory Academy has researched key apps that will be preinstalled on each Acer Chromebook. Through the course of the initiative, additional apps may be reviewed and added to facilitate academic situations. Students may have a [Google Playstore account](#), created by their parents as Google terms of service require users be 13 years or older. This would allow the installation of eBooks, but not Apps at this time. It must also be understood that when the Acer Chromebook is placed in the synching cart, the student-installed books or apps will be deleted. The teacher, parent, or student would need to install the free eBooks again. The parent or student could also have the option to back up their content to Google Drive so it can be reinstalled if the school later removes restrictions. Directions for this can be found at [the Google website](#). Please keep in mind Google Drive back ups are not an option as long as the Acer Chromebook are restricted by the school.

Paid Apps

Wilson Preparatory Academy will be providing paid apps on student Acer Chromebook during the course of the year. These apps will be made available at no cost to students. However, if a student does not follow the guidelines under the modification section of this document and erases or resets the content, these paid apps will be lost and the student will be billed the cost of the apps removed. Parents will need to make arrangements for payment with the school before the Apps can be placed back on the child's device. A list of paid apps for each school will be made available on the school websites once they are in use.

Saving Documents

Saving documents with your Acer Chromebook is done using virtual document sharing capabilities. This requires you to have an account with Drop Box or the district issued Drive account. Using this account, you can save and export your documents in different formats for later use. This allows access to your documents from other computers via the internet. You can also share your documents with others in your class or your instructor.

Damage, Replacement and Reporting Technical Issues

Any errors or problems with the Acer Chromebook should be reported as soon as practical. The teacher/office/administration should be informed about the issue so it can be addressed in a timely manner. All syncing of the device will be handled through the school to ensure the same apps and configurations are found on every device.

Damage due to negligence will result in the student/parent assuming the financial responsibility of replacement of the Acer Chromebook and its case. Current replacement cost is \$290.00 that includes taxes and shipping, but not the cost of the case. Acer Chromebook for which a user fee has been paid will be repaired at no cost to the student. Repair pricing and accessory cost replacements can be seen in the chart below.

Parents or Students may not take damaged Acer Chromebook to an outside vendor for repair. All repairs must go through our process with the insurance company.

Acer Chromebook Replacement Cost Due to Negligence	\$300.00
Damaged/Lost Charger Cable	\$25.00
Damaged/Lost Charger Brick	\$25.00
Replacement Cost of Protective Case	\$TBA
Removed Paid Apps-To be posted on district website at the time they are added to the Acer Chromebook	TBA

Repair Costs

Glass/Digitizer Repair	\$99.00
LCD Repair	\$109.00
Glass/Digitizer and LCD Repair	\$159.00
Battery Repair	\$79.00
Charging Port Repair	\$69.00
Head Phone Jack Repair	\$69.00



**WILSON PREPARATORY
ACADEMY**

STUDENT

Acer Chromebook User Agreement

I understand and will abide by the above Acer Chromebook agreement in conjunction with WPA Acceptable Use Policy. I understand if I attempt to re-synch or reset my device, paid apps will be lost and my parents/guardians will be billed for the lost apps. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Student's Full Name: _____

Student Signature: _____

Grade: _____

Homeroom: _____

Date: _____

PARENT OR GUARDIAN

I have read the WPA Student/Parent Handbook

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____

*Parents you may keep pages 1-5 and submit this signed form to your child's school as directed by their teacher. Thank you.