

602: Providence Creek Academy Chromebook Use and Loaner Policy

I. Purpose:

- a. This policy outlines the expectations of PCA students and parents for:
 - 1. The One to One Program for students in grades 6-8
 - 2. The lending of Chromebooks to support virtual learning in the event of Delaware State mandates for online learning.

II. Definitions:

- a. Chromebook:
 - i. A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the internet and support applications like Google DOCS and Schoology that reside on the Web, rather than the traditional PC Applications like Microsoft Office that reside on the machine.

III. Policy Statement:

- a. Monitoring:
 - i. By using a Chromebook, students agree to such access monitoring, and recording of their use by Providence Creek Academy. Students must follow the guidelines set in the Acceptable Use Policy whenever the Chromebooks are used.
- b. Returns:
 - i. While enrolled at Providence Creek Academy, the school maintains ownership of the device. If requested by the Technology Department, students may be required to turn in their Chromebooks for maintenance or inspection. Any student that transfers, withdraws, or is expelled from Providence Creek Academy will be required to return his/her Chromebook and Charger upon termination of enrollment.
- c. Software and Security:
 - i. All Chromebooks are supplied with the latest build of Google Chrome Operating System. The Chrome OS will automatically install updates when the computer is shut down and restarted. Students are prohibited from disabling, modifying, circumventing or altering management settings or content filters. Virus protection is built into the Chrome OS, additional virus protection is unnecessary. Providence Creek Academy utilizes an internet content filter that is in compliance with the federally mandated laws. Despite the filter, the school cannot guarantee that all controversial or inappropriate materials will be blocked. We ask the parents to monitor student Chromebook usage while at home and report any inappropriate websites to the students' homeroom teacher.

IV. Responsibility:

- a. Student Responsibility:
 - i. Students are responsible for the general care of the Chromebook they have been issued.
 - ii. Chromebooks that are broken or fail to work properly must be immediately taken to the Technology department and logged in for repair.
 - iii. Students are not allowed to decorate or make any permanent alterations to the Chromebook.
 - iv. Students may not repair or modify Chromebook software or hardware.

- b. Student Liability:
 - i. Students are responsible for all material sent by and stored on the device loaned to them.
 - ii. Students accept responsibility for keeping their device free of material deemed offensive by the school administration. This includes vulgar material, inappropriate files, pirated music, images, movies or files that may compromise the integrity of Providence Creek Academy's network, equipment, software or mission.
 - iii. Should a student damage or lose their Chromebook, she/he will be given access to a classroom computer when needed for assignments.
 - iv. Students will be assigned one Chromebook per year. Please see section c of this policy for what occurs if a student damages his/her Chromebook.

- c. Parent Liability:
 - i. Parents are financially responsible for the repair, or replacement of any Chromebook assigned to their child that is damaged due to neglect.
 - ii. Some examples of reasons where a parent would be required to pay for a replacement device include:
 1. Loss or misplaced device,
 2. Theft, or
 3. Damage due to negligence such as dropping the computer.
 - iii. Should a parent not pay to replace a Chromebook that was damaged due to loss or neglect:
 1. The child will be able to access a classroom computer when needed for assignments.
 2. The child will NOT receive a new device until the parent
 - a. Pays to replace/repair the Chromebook, or
 - b. Is approved for a financial hardship waiver.
 - iv. Administrators and PCA classroom teachers reserve the right to add procedures to this policy to ensure that loaner computers are returned.
 - v. Financial hardship waivers are available, if needed, in the main office.
 - vi. Parents may decline their child being assigned a Chromebook.
 1. Should a parent decline, the student would have access to a Chromebook within the classroom when needed for assignments.

- d. Providence Creek Academy Responsibility:

- i. PCA will distribute Chromebooks to students at the beginning of the school year, when they become available, or upon the student enrolling in PCA.
 - ii. PCA will ensure that Chromebooks are updated with sufficient security software and monitor the use of these computers when deemed necessary.
 - iii. Nothing in this policy will override IEP or 504 policies, guidelines, accommodations or modifications.
 - e. General Precautions:
 - i. It is recommended that parents provide a Chromebook cover to protect Chromebooks.
 - ii. No food or drink should be placed next to the Chromebook.
 - iii. Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
 - iv. Heavy objects should never be placed on top of Chromebooks.
 - v. Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time. **DO NOT LEAVE THE DEVICE IN A CAR.**
 - vi. Chromebooks should never be carried with the screen open.
 - vii. Students should never disassemble Chromebooks and attempt their own repairs.
 - viii. Make sure there is nothing on the keyboard before closing the lid.
 - ix. Do not walk/run carrying an open Chromebook.
 - x. Do not pick up, move, or carry the Chromebook by opening holding the screen.

V. Related Policies:

- a. PCA Acceptable Use Policy: <http://www.pcasaints.org/wp-content/uploads/2019/07/601-Acceptable-Use-Policy-Including-Electronic-Use-2-2.pdf>

VI. Related Procedures and Documents:

- a. PCA Chromebook Procedure:
- b. DTI Acceptable Use Policy: <https://webfiles.dti.delaware.gov/pdfs/pp/AcceptableUsePolicy.pdf>

Approval and Revision Dates:

APPROVED BY THE BOARD OF DIRECTORS JULY 28, 2020