

# Fountain Valley School District Chromebook Procedures and Information Handbook 2023-2024

Grades TK-8



## CHROMEBOOK 1:1 INITIATIVE

As we begin the 2023-2024 school year, the FVSD (Fountain Valley School District) understands that each of our students in grades TK-8 will require an internet-ready device to have the best learning opportunity.

As a parent of a student in grades TK-8, who will be attending FVSD during the 2023-2024 school year, you may borrow a Chromebook from the District, with the understanding that the device will need to be brought to school each day.

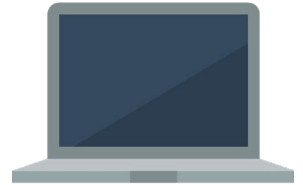
For Chromebooks borrowed from the District, we offer optional insurance that can cover damage to the Chromebook. Insurance information is discussed later in this handbook.



# CHROMEBOOK PROCEDURES AND INFORMATION

## 1. Borrowing a Chromebook

- a. Students will receive a Chromebook, AC charger, and a case during a scheduled pick-up time at each school. These items are the property of FVSD, and all users will follow school rules for the use of technology.
- b. Parents/guardians must agree to follow Board Policy 6163.4 – Students Use of Technology and sign the Technology Acceptable Use Policy.
- c. The Chromebook and district-issued email account are the property of FVSD and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy for materials found on the Chromebook or school-supplied or supported email service.



## 2. Returning a borrowed Chromebook

- a. The 8<sup>th</sup>-grade students issued Chromebooks and accessories will be returned upon completion of the 2023-2024 school year.
- b. The Chromebook must be returned immediately when a student terminated enrollment in FVSD for any reason.
- c. Students should return the Chromebooks in good working condition with no stickers or markings on them.

## 3. Fines Related to a Chromebook

- a. The Chromebook, district-provided case, and charger will be returned to the school in satisfactory condition when requested.
- b. The Chromebook will be inspected for damage. In the case of damage, the student/parent/guardian will be charged for needed repairs not to exceed the replacement cost of the Chromebook.
- c. Parents may purchase insurance for Chromebooks to cover damages.
- d. The FVSD administration will make the final determination about any charges levied for Chromebook repairs. If payments are not paid by the end of the school year, they will roll over to the new school year.

# TAKING CARE OF A CHROMEBOOK

Students are responsible for the general care of the Chromebook issued by the District. Care must be taken to protect the screen. **Students are responsible for any use of their assigned Chromebook or their login.** Chromebooks that are broken or fail to work properly must be reported by emailing the technology staff at [helpdesk@fvsd.us](mailto:helpdesk@fvsd.us) to evaluate the equipment promptly. If applicable, an insurance claim can be filed at this time.

## 1. General Precautions



Keep away from hot temperatures.



Avoid getting wet.



Do not take apart.



Do not carry from corner of screen.

## 2. Using a Chromebook at School

- a. The Chromebook is intended for use at school each day.
- b. If a student leaves the Chromebook at home, the student is responsible for completing the school work as if the Chromebook was present. If a student repeatedly leaves the Chromebook at home, school staff will request a conference with the parent/guardian.

## 3. Chromebook Usage

- a. School rules must be followed with regard to student Chromebooks and accessories at all times.
- b. Stickers and other decorations are not permitted on the Chromebook or charger.
- c. Chromebooks must be **brought to school each day fully charged.**

## 4. Chromebook Undergoing Repair

- a. Loaner Chromebooks may be issued to a student when the school is repairing their Chromebook.
- b. Please email [helpdesk@fvsd.us](mailto:helpdesk@fvsd.us) if you need a loaner.



## 5. Internet Privacy and Safety

- a. **It is important to note that the Chromebook has a filter for the internet when it is connected to WIFI.** However, parents/guardians must take necessary precautions for internet safety with students.
- b. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home

- c. All students should recognize and guard their personal and private information on the internet.
- d. Using another student's password or private information is a serious and dangerous offense and will result in disciplinary and possible legal action.
- e. All activity on the Chromebook and the district-issued email account, whether conducted at school or off-site, is subject to search as District property. All activity on the Chromebook is tracked by our network service and may be accessed at any time by the administration.

If you have any questions regarding Chromebook policies and procedures, please reach out to your child's school principal.

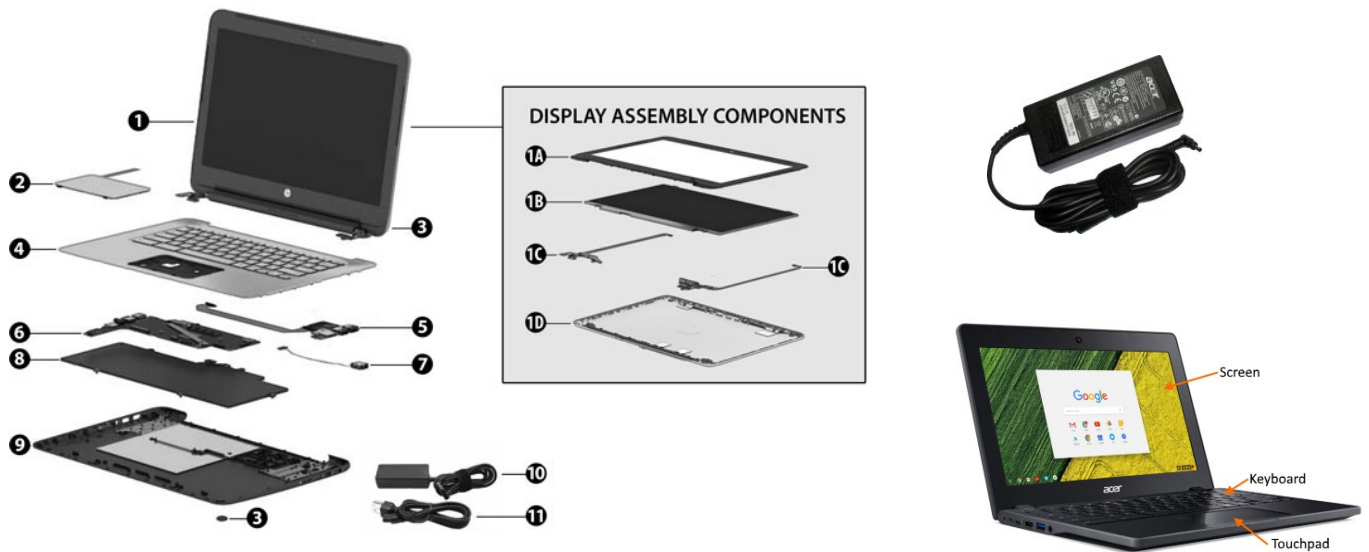


# REPLACEMENT COST

**Students that are not participating in the Insurance Plan will be responsible for the damages and replacement cost of the Chromebook. During the time of the repair, a loaner Chromebook will be issued. Any invoice for repairs must be paid, and the loaner Chromebook must be returned before receiving the repaired/replaced Chromebook.**

Below is the cost of the parts to replace items on the Chromebook:

















Part Description	Cost	Notes
Entire Chromebook	\$270	
LCD Screen (1A)	\$35	
Keyboard / Touchpad (6)	\$100	Individual keys are not replaceable. The entire keyboard assembly will be replaced.
Power Supply (AC Adapter) (10,11)	\$40	Cost includes both power supply and AC cord.
Screen Hinge (1C), Screen Panel Backing (1B)	\$50	Dropped Chromebooks with screen damage require hinges and screen panel backing to be replaced
Battery	\$40	Dropped Chromebooks require battery replacement



# CHROMEBOOK INSURANCE PLAN

FVSD offers an optional annual insurance plan to cover the replacement and service of the Chromebook in the event of accidental damage that occurs from regular use.

## 1. What is Covered:

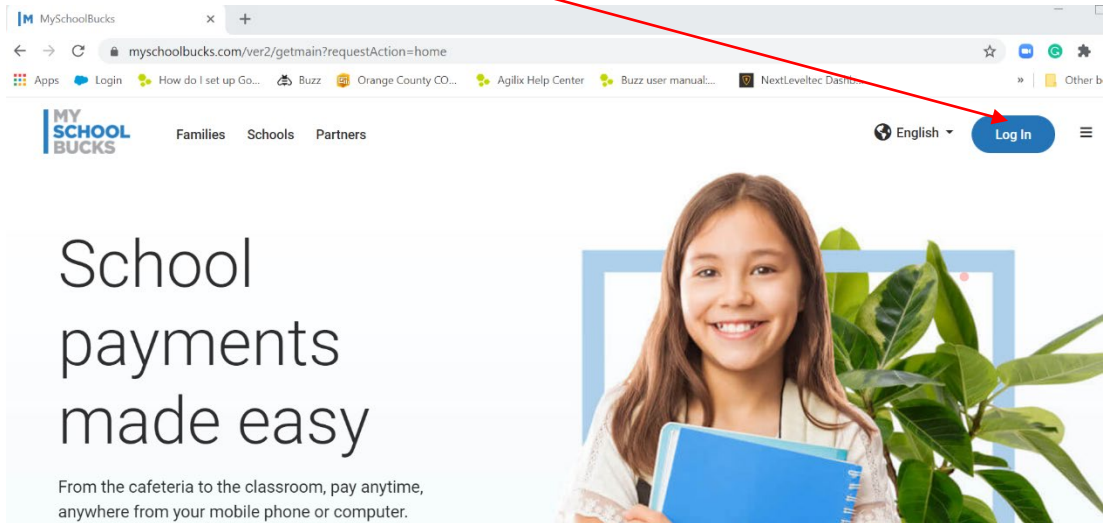
 Mechanical Malfunction	 Wi-Fi Failure
 Port Failure	 Display Failure
 Won't Power on	 Hard Drive Failure
 Battery Failure	 Theft, Robbery & Burglary
 Cracked screens	 Fire, Flood & Natural Disasters
 Liquid spills & Immersion	 Lost (Unexplained Loss)
 Power Surge by Lightning	 Unlimited Claims
 Accidental Damage	 Vandalism

## 2. What is Not Covered:

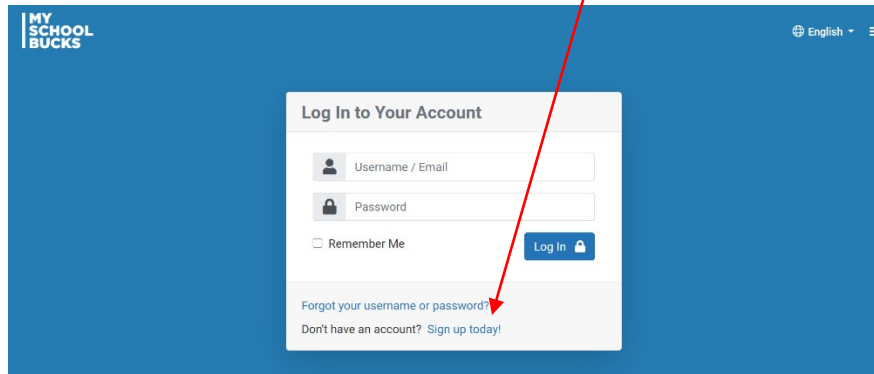
- a. Malicious damage under any circumstances
3. The annual premium for Chromebook Insurance is \$40 per Chromebook.
4. Chromebook manufacturer defects will be covered at no additional cost.
5. The plan will also provide a loaner Chromebook while the broken Chromebook is being repaired.

## 6. Buying Insurance

1. Debit or Credit Card
  - a. On your browser, go to [myschoolbucks.com](https://myschoolbucks.com)
  - b. Click on Log In



- c. If you already have an account, type in your username and password  
If you do not have an account, click on **Sign up today!** to create an account



- d. Click on the Shop Technology icon



2. Check
  - a. Bring a check for \$40, made out to FVSD, to Chromebook pick up. Be sure to include your child's name and student number on the check.



