

Lakewood Local Schools

At-Home Device Handbook



Purpose statement

This handbook addresses the acceptable use of computer (Chromebooks) and Internet (hotspots) devices owned and operated by the Lakewood Local School District, which are loaned to families for distance learning on an as-needed basis. **All students are required to adhere to other building rules and district policies, including the [Student Technology Acceptable Use and Safety](#) policy, at all times when using district technology.**

Program eligibility

All students are eligible to receive loaned devices, at the discretion of building and district administrators, for temporary use at home. One Chromebook may be issued per student, and one Internet device may be provided per household upon proper registration.

Property and ownership

The Chromebook, its accessories, and the Internet devices are the property of Lakewood Local Schools and are lent to a family during the school year for the sole purpose of distance learning. They remain the property of Lakewood Local Schools and must be returned upon request.

Participating family responsibilities

Academic use of the devices

The devices are loaned to a family for the purpose of completing the requirements of Lakewood Local School District academic programs.

Responsibilities	Explanations
Do NOT load unnecessary apps or extensions onto your Google account.	Some apps and extensions, including games, contain adware that interfere with normal use. If you have problems with your Chromebook, remove them before seeking assistance.

DO load apps and extensions your teachers recommend.	Some apps and extensions will be pre-loaded by the district, and others are available to install from Google app stores.
Do NOT use the devices to access non-academic content.	The use of district-owned devices and Internet connectivity are regulated by numerous federal and state laws. To ensure compliance, content filters may be pre-installed and the device history may be audited.
Do NOT use the devices to stream recreational media (e.g. Hulu, Netflix).	The sole intent of these devices is for student completion of academic work. The Internet device loaned to you may have a so-called “data cap” that will slow your data use at a certain point. Streaming media will use more data than regular academic use and you will experience slow-downs.
DO connect multiple district-owned Chromebooks to a single Internet device.	Multiple computers may be connected to a single Internet device for the purpose of completing academic work.

Care and maintenance of the devices

The devices are loaned to you for the exclusive use of Lakewood Local School District students. Families are responsible for the use, care, and condition of the devices at all times while it is on loan.

Responsibilities	Explanations
Report malfunctions to your teacher.	Small problems can become big problems. Physical damage can escalate to a device that is a total loss, and glitchy software can leave you unable to do your homework or take an important test. Report problems to your teacher and they will contact district technology staff.
Do not place stickers on or otherwise mark upon or deface the devices (or cases, if provided).	Devices are the property of the Lakewood Local School District and will be in classrooms during regular use.
Keep the devices in your possession at all times. Do not lend the device to anyone, including friends and family.	You are accountable for the care of the devices assigned to you. If someone else damages it, you will be held financially responsible for repair or replacement. You are assigned specific devices for your use only.
If your device was issued with an “always-on” protective case, do not remove it from that case.	Devices issued with “always-on” cases are covered by a device service plan that requires the protective case be on the device at all times. Any damage that occurs while the case is removed will be your financial responsibility.

If your device was NOT issued with a protective case, place it in a case or "sleeve" when not in use.	Place your device in a padded case or sleeve when moving between classes or between school and home. There are a limited number of sleeves and cases available in the library at no cost.
Return the device to Lakewood Local Schools as directed.	Devices may be collected at the end of a class or program, at the conclusion of the academic year, or at other times as determined by district personnel.
Do not attempt to modify the hardware or software of the device.	Google and the Ohio Department of Education maintain strict hardware and software requirements. Any alteration may permanently damage or disable the devices or render them useless for state testing.
Clean devices with a soft, dry cloth or pre-moistened wipe designed for electronics.	Spraying liquid directly onto your devices will cause damage for which you may be financially responsible.
Do not alter or remove any identification markings on the device.	Every device has identification markings from the manufacturer (serial number) and/or the district. Do not alter or remove these, since they are used to provide technical support.

Technical support

Always refer technical issues to your teacher and they will contact district technology staff. Do not attempt physical repairs of the devices yourself. If you attempt to repair the device yourself, you will void the warranty and may cause further damage.

Situation	Resolution
Your devices develop areas of chipped paint, wear to glossy surfaces, or minor scuffs or scratches.	Your devices will show signs of wear during its life. Many devices have been loaned to other students or previously used in classrooms. This does not affect how well they function and is not cause for concern.
Apps or sites will not load or function	Remove apps and extensions, and clear your browser history. Tech support may perform these actions on your behalf, or reset the device's software back to factory state. The content may also be blocked by the content filter.
You damage the device accidentally and it requires repair	You may be held financially responsible for the cost of repairs. In most cases these costs are capped at \$150 before the device is considered a "complete loss" (see below).

<p>You damage the device intentionally or through neglect or carelessness, and it requires repair</p>	<p>You may be held financially responsible for repairs, referred to administration for disciplinary action, and your at-home privilege may be revoked.</p>
<p>You damage the device accidentally, intentionally, or through neglect or carelessness, to the point where it cannot be repaired at reasonable cost and is a complete loss</p>	<p>You may be held financially responsible for the full replacement of the device and software licenses at a cost up to \$300. You will be referred to administration for disciplinary action and your at-home privilege will be revoked.</p>

Loss and theft

You will not be held financially responsible for a lost or stolen device **if a report is immediately filed with the appropriate law enforcement agency and a copy of that report is immediately provided to Lakewood Local School District administrators.** A replacement device may be issued to you at the school’s discretion. To help prevent theft, the district routinely reviews Chromebook activity reports and may remotely disable a device if there is an indication it has not been on and/or connected to the school’s network for an extended period of time.



At-Home Device Agreement

I have read the Handbook and agree to the responsibilities and expectations outlined in it, including:

- I have been provided with one or more district-owned devices and accessories, which are school property and on loan to me for school purposes.
- I will return the device and accessories when requested, including at the end of the school year or if I withdraw from Lakewood Local School District.
- I am responsible for the care of the devices while they are issued to me. I may be held financially responsible for damage caused by carelessness or neglect as determined by district staff, and I may lose my privilege to participate in the program due to inappropriate behavior.
- The devices will be used only by students enrolled in the Lakewood Local School District for academic purposes.

Parent/guardian name (printed)

Parent/guardian signature

Name(s) of qualifying student(s)

Date signed