



1:1 Handbook

Waynesfield-Goshen Local Schools
Waynesfield, OH
www.wgschools.org

TABLE OF CONTENTS

- A. CHROMEBOOK SPECIFICATIONS
- B. RECEIVING YOUR CHROMEBOOK
- C. TAKING CARE OF YOUR CHROMEBOOK
 - 1. General Precautions
 - 2. Carrying Chromebook
 - 3. Screen Care
- D. USING YOUR CHROMEBOOK AT SCHOOL
 - 1. Chromebooks Left at Home
 - 2. Chromebooks Undergoing Repair
 - 3. Charging Your Chromebook's Battery
 - 4. Screensavers
 - 5. Sound
 - 6. Music, Games, and Programs
 - 7. Home Internet Access
- E. MANAGING YOUR FILES & SAVING YOUR WORK
 - 1. Saving to the Home Directory
 - 2. Saving Data to Removable Storage Devices
- F. SOFTWARE ON CHROMEBOOK
 - 1. Originally Installed Software
 - 2. Virus Protection
 - 3. Additional Software
 - 4. Procedure for Re-loading Software
 - 5. Software Upgrades
- G. PROTECTING & STORING YOUR CHROMEBOOK
 - 1. Chromebook Identification
 - 2. Password Protection
 - 3. Storing Your Chromebook
 - 4. Chromebook Left in Unsupervised Areas
- H. INSURANCE
- I. CHROMEBOOK MAINTENANCE AND REPAIR PLAN
- J. ACCEPTABLE USE
 - 1. General Guidelines

2. Examples of Acceptable and Unacceptable Use
3. Limitation of Liability

K. EXPECTATIONS AND RESPONSIBILITIES

1. Standards for Proper Device Care
 - i. Your Responsibilities
 - ii. General Care
 - iii. Carrying the Device
 - iv. Screen Care
 - v. Battery Life and Charging
 - vi. How to Handle Problems
 - vii. Acceptable Use Signature Section

L. CHROMEBOOK FAQ'S

CHROMEBOOK SPECIFICATIONS

Dell 11-3120

Operating System Chrome OS™

Processor Type Intel Celeron N2840 2.16GHZ Dual-core

Memory Technology DDR3L SDRAM 4 GB

Memory Card Reader Yes - Secure Digital (SD)

Solid State Drive Interface Serial ATA/300 16GB

Optical Drive Type No

Display Screen Type Active Matrix TFT Color LCD 11.6" 1366x768

Backlight Technology LED

Graphics Controller Manufacturer Intel HD Graphics

Wireless LAN Standard IEEE 802.11 a/b/g/n/ac

Bluetooth Standard Bluetooth 4.0 + HS

Webcam Yes

Microphone Yes

Finger Print Reader No

HDMI Yes

Number of USB 2.0 Ports 1

Number of USB 3.0 Ports 1

Keyboard Yes

Pointing Device Type TouchPad

Battery Chemistry Lithium Polymer (Li-Polymer) 3950 mAh - 3 cell

Battery Run Time 8.50 Hour

Height 0.8" & Width 11.3" & Depth 8"

Weight (Approximate) 2.74 lb

RECEIVING YOUR CHROMEBOOKS

- A. Chromebooks should be distributed during the first week of the 2015-16 school year.
- B. Before receiving the Chromebook, students and parents must sign and return copies of the following documents.
 1. Standards for Proper Device Care.
 2. Acceptable Use Policy.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school.

Chromebooks that are broken or fail to work properly must be taken to the Media Center for an evaluation of the device.

A. General Precautions

1. The Chromebook is school property and all users will follow this policy and the Acceptable Use Policy for technology.
2. Only use a clean, soft cloth to clean the screen. **DO NOT USE** cleansers of any type.
3. Cords, Cables, and Thumb Drives must be inserted carefully into the Chromebook to prevent damage.
4. Chromebook and carrying case must remain free of any writing, drawing, stickers, labels, etc. that are not property of the Waynesfield-Goshen Local Schools.
5. Never leave device unattended or unsupervised.
6. Students must keep their Chromebook in the protective case, provided by the school, at all times.

B. Carrying the Chromebooks

1. The protective case provided with the Chromebooks has sufficient padding to protect the device from normal treatment and provides a suitable means for carrying the device to, from, and within the school. The following guidelines should be followed:
 - i. When not in use by student, keep Chromebook in protective case provided by the school.
 - ii. Do not carry other items within the case to limit the amount of pressure applied to the device.
 - iii. Avoid bumping, tossing, or throwing the device and/or case against any surface.

C. Screen Care

1. Do not place anything on your case that could put pressure on the screen.
2. Do not lean on the screen at any time.

USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for use, school messages, announcements, calendars, handbooks, and schedule may be accessed using the device. School staff and administration have the right to check any material stored on a student's Chromebook at any time.

A. Chromebooks Left at Home

1. If students leave their device at home, they are responsible for getting the course work completed as if they had their device present.
2. Discipline issues may occur if this becomes a repeated offense.

B. Chromebook Undergoing Repair

1. Loaner devices may be issued to students when they leave their devices for repair in the media center.

C. Charging your Device's Battery

1. Battery should be fully charged each day upon entering the school building.
2. Get into a charging routine at home.

D. Screensavers and Backgrounds

1. Inappropriate media may not be used as a screensaver or background photo.

2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, or any other material deemed inappropriate by school administration will result in disciplinary action.
- E. Sound, Music, Games or Programs
1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
 2. Music may be allowed at the discretion of the teacher.
 3. Internet gaming is not allowed. If non-instructional game apps are installed, they must be approved by administration or technology staff.
- F. Home Internet Access
1. Students are allowed to set up wireless networks on the chromebooks.
 2. This will allow them to use them effectively at home.

MANAGING YOUR FILES AND SAVING YOUR WORK

- A. Student work is automatically saved while using Google Drive. It is recommended that students use a flash drive to take files from Microsoft products (Word, Excel, Powerpoint, etc.) and drag them to Google Drive for conversion. Documents may also be emailed to teachers or other students, or shared using Google Drive or Hapara.
- B. Network Connectivity
1. Waynesfield-Goshen Local Schools makes no guarantee that the network will be up and running 100% of the time. In cases where the network is down, instruction will not stop.
 2. Do not stream videos, unless directed by a school employee to do so. This takes up too much bandwidth and may cause connectivity issues.

SOFTWARE ON CHROMEBOOKS

- A. All software/apps/bookmarks installed by WGLS staff must remain on the Chromebook in usable condition and accessible at all times. From time to time, the school may add software application for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required software/apps/bookmarks.
- B. Devices are controlled and monitored by a Google Management System. This prevents most viruses from infecting the devices.
- C. Students are allowed to load school appropriate software/apps on their Chromebooks if properly approved by WG staff.
- D. If technical difficulties occur, illegal software is downloaded, or non-WGLS installed/approved apps are discovered, the Chromebook will be wiped clean and put back to its original settings. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or re-image.
- E. Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing.

PROTECTING AND STORING YOUR CHROMEBOOKS

- A. Chromebook identification of Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified and stored in our tracking system in the following ways:
1. Record of serial numbers and correlated asset tag

2. WGLS school label
 3. Student personalization of iPearl hard plastic cover provided by the school.
- B. Storing your Chromebook
1. Chromebooks that are not in use should be stored in locker or kept in carrying case that is with the student. Never leave it unattended or unsecured.
 2. Do not sit items on top of device.
 3. Take it home every day and store in a safe and secure place.
 4. Do not store in vehicle.
 5. **Never leave device in a place that is experiencing extreme hot or cold conditions!!!**
- C. Password Protection
1. Never give your unique passwords to anyone other than your parents/guardians. This practice will help student information more secure.
- D. Chromebooks Left in Unsupervised Areas
1. Unsupervised areas lend themselves to theft.
 2. Violations may result in loss of device privileges.

INSURANCE

Optional, and very affordable, insurance may be purchased. Information will be available for parents and students at registration and prior to the students receiving the Chromebooks. Parents not purchasing insurance will be held responsible for damages to Chromebooks. We highly recommend that parents purchase "Chromebook Insurance" for \$50.00 which will cover the cost of up to 3 repairs or 1 replacement in the event the device cannot be repaired. Without the purchase of the insurance, students will be responsible for all costs for repairs or replacement should something happen to the device. Insurance payments will also be collected at Open House when forms are signed and submitted.

1:1 Chromebook Maintenance & Repair Plan

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1. Student brings his/her chromebook to media center.
2. Student completes “**ORANGE**” form and attaches to chromebook.
3. *If requested, a temporary Chromebook will be issued to student by librarian or tech staff.*
 - a. *Student signs/dates “Temporary Chromebook” signout sheet.*
4. Chromebook is received by and repaired by technician.
5. Technician details repair on “**ORANGE**” form and signs/dates “**ORANGE**” form.
6. Librarian or tech staff enters “**Red**” form details into Work Order System. “**Red**” form is filed and signed/dated.
7. Student is notified of repair completion.
8. *Student returns temporary Chromebook (if temporary chromebook was requested).*
 - a. *Students signs/dates “Temporary Chromebook” signout sheet.*
9. Student signs/dates “**ORANGE**” form (leaves form) and picks up his/her Chromebook.
10. Librarian or tech staff files “**ORANGE**” form and closes work order.

“REPAIR” Form

STUDENT

Signature: _____

Date: _____

Describe what is wrong with the Chromebook:

<p>(Student ID)</p> <p>(Equipment ID)</p>	<p>(What did you leave?)</p> <p>Chromebook: YES - NO</p> <p>Case: YES - NO</p> <p>Power Adapter: YES - NO</p>	<p>(Problem :)</p>
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(Technician Notes :)

CONDITION: Any notable conditions when received? Scratches, Dents, Missing Keys.... Etc.

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(ACTION TAKEN :)

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STAFF MEMBER that fixed this unit

“This Chromebook has been fixed and is ready to be returned”

Signature: _____

Date: _____

STUDENT SIGNATURE ACCEPTING REPAIRED UNIT

“This Chromebook has been fixed and is ready to be returned”

Signature: _____

Date: _____

WAYNESFIELD-GOSHEN LOCAL SCHOOLS

ACCEPTABLE USE POLICY 2015-16

All Waynesfield-Goshen Local Schools (WGLS) students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords, and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students, staff, and all members of the WGLS community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

Personally owned devices are included in this Acceptable Use Policy when on school property. Students are not to use on school grounds or during school hours any device that is not approved by school staff for educational purposes. Students are not to connect their own device to the WGLS wireless or wired network. The only exception being during HS lunch time when students may use their cell phones in designated areas.

Users are prohibited from using any device to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. The use of wireless communication devices that contain a built-in camera (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, and/or bathrooms.

EXAMPLES OF ACCEPTABLE USE

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, tweets, posts, etc.) online.
- Use school technologies at appropriate times, in approved places, for educational purposes.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

EXAMPLES OF UNACCEPTABLE USE

I will **NOT**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of the acceptable use policy.
- Create a personal mobile "hot spot", utilize a "proxy site", or attempt any other way of circumventing network safety measures and filtering tools.
- Create, distribute, or deploy multi-user servers of gaming software on or within the WGLS network.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
- Use school technologies to send spam, chain mail, shop, barter, or use credit cards online.
- Plagiarize content I find online.
- Post or otherwise disclose personally-identifying information about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.

- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my school use.
- Vandalize, damage, alter, or disable the property of WGLS.
- Use social networks at school unless approved by teacher as curriculum.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

LIMITATION OF LIABILITY

WGLS will not be responsible for damage or harm to persons, files, data, or hardware.

While WGLS employs filtering and other safety mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

WGLS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Responsibility for Damage: The student is responsible for maintaining a 100% working device at all times. The student will use reasonable care to ensure that the device is not damaged. Parents will be responsible for any damages that occur to the device, case(s), and/or power cord.

- Lost parts will be charged at the current WGLS replacement cost.
 - Carrying Case: \$28
 - iPearl mCover: \$18
 - Power Cord: \$75
 - Chromebook: \$250
- If uninsured, lost or stolen, devices will be charged at the current WGLS replacement cost.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including, but not limited to:

- Suspension of network, technology, or computer privileges;
- Notification to parents;
- Detention or suspension from school and school related activities;
- Payment for damages created.

Waynesfield-Goshen Local Schools 2015-2016 Expectations and Responsibilities

STANDARDS FOR PROPER DEVICE CARE

You are expected to follow specific guidelines listed in this document and take any additional common sense precautions to protect your assigned device.

Loss or damage resulting in failure to abide by the details below may result in your full-financial responsibility. Following the standards below will lead to a device that will run smoothly and serve as a reliable, useful, and enjoyable learning device.

Your Responsibilities

- Treat this equipment with as much care as if it were your own property.
 - Center your device on the desk or table; do not place near an edge.
 - Never leave your device unattended.
 - Store or carry your device in the approved WGLS case provided to you.
 - Keep the device away from pets, friends, and other siblings.
- Bring the device with a charged battery to school every school day.
 - Charge your device fully each night (establish a routine).
 - Do not bring your charger to school unless directed.
- At the beginning of each day, while at school, you are required to either reboot your computer, if it is on, or turn it on to receive daily updates and to stay connected to WGLS network.
- Keep your device secure at all times!!!
- Avoid use in situations that are conducive to loss or damage.
- Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.
- Adhere to WGLS's procedures at all times and in all locations. When in doubt...ASK!
- Never loan out your device to other individuals.
- Backup all data.
- Read and follow general maintenance alerts from school technology personnel.

General Care

- Do not attempt to remove or change the physical structure of the device (keys, screen cover, or casing). Doing so will void the warranty and hold you financially responsible.
- Do not remove or interfere with the serial number or any identification placed on device.
- Do not do anything to the device that will permanently alter it in any way; including no stickers or decals on the device itself.
- Keep the device clean.

Carrying the Device

- Always completely close the lid before moving it.
- Always store the device alone in the provided WGLS case. Place the device in the case carefully to avoid damage to the corners of the equipment.
- Device must be placed in sleep mode or turned off before placing it into any bag or storage area.

Screen Care

- The device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch screen with anything other than approved device or finger.
- Clean the screen with a soft, dry, anti-static cloth or with a screen cleaner specifically for LCD type screens only.
- Never leave any object on keyboard. Pens or pencils left on the keyboards are guaranteed to crack the screen when the lid is closed, and this will also void the warranty.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your device charging overnight.
- Avoid using the charger in any situation where you or anyone else is likely to trip over the cord.
- Do not charge in the classroom! Charge at home!
- Don't let the battery drain below 5%. Save your work and immediately shutdown if you are unable to connect to the charger.
- Close the lid of the device when it is not in use. This saves battery life and protects the screen.

How to Handle Problems

- Always REBOOT your device while at school first to see if the problem repeats itself.
- Promptly report any problem to teacher and/or technology staff.
- Do not attempt to fix issues yourself.
- Do not go outside of WGLS for repairs.



Chromebook Fact Sheet

The WGLS school board approved the usage and rental of 1 to 1 computing through Dell 11-2 Chromebooks for students in grades 6-12, starting in the 2015-16 school year.

Why are we moving to Digital/Blended Instruction: As the world changes, we must change with it. Today's student must have a different skill set to compete academically and in this global job market. Though reading, writing, and arithmetic (The 3 R's) are still critical, our future graduates must be equipped with the digital skills necessary to solve problems, find relevant information to aid critical thinking, and communicate with/through technology. It is the WGLS's hope that, as this initiative matures, our students will be leaders of change in this ever changing world!

What is the purpose of the use of Chromebooks: Easier. Faster. More Secure. Chrome devices are instantly personalizable by each student or teacher, and easy to manage, making them an ideal solution for bringing the power of the web to your classrooms. In addition, learning doesn't stop when the school day ends, so why limit access to applications, collaboration tools and homework resources after school? Here's how Chrome devices are helping K-12 schools of all sizes make the grade:

- Access to the web with computers that are simple to use and easy to distribute
- Share devices among students, with no manual set-up for different users
- Enjoy constant connectivity through integrated Wi-Fi
- Administer machines throughout the school, no matter how many Chrome devices you have, or where they're being used
- Students to access the web, their applications and files wherever they are, with light weight, long battery life and fast start-up
- Teachers and students to collaborate on homework and learning after the last bell
- Administrators to assign and manage one machine for each student every school-year, with no manual maintenance, security patching or time-consuming support

Information taken from: <http://www.google.com/edu/>

What is a Chromebook: The Chromebook is a new computer from Google for getting stuff done in and out of the classroom. It's simple and secure, and has access to the web and apps built-in so students and teachers can work and learn right out of the box. Chromebooks come with leading Google products built-in, like Search, Gmail, and Docs, so students and teachers can learn, create, and collaborate right away.

Administrators can also remotely setup different user groups and access and personalize with specific educational apps from the Chrome Web store. Create and share documents with Google Apps for Education, explore another city or country on Google Maps, or watch a video on trigonometry on YouTube and more, with built-in apps. Load websites in a snap with the built-in Chrome browser, the world's most popular web browser. With Chrome Instant, web pages frequently visited begin loading as soon as you start typing their URLs. Chromebooks sync seamlessly with other devices running Chrome - like an Android phone, tablet, etc. so students and teachers can access their files, bookmarks, apps, and other settings everywhere. The Chrome Web Store offers thousands of free and paid educational apps, tools, and extensions to help students and teachers make the most of their Chromebook.

Information taken from: <http://www.google.com/edu/>

How will students be protected from offensive materials: Chromebooks are designed from the ground up with security in mind, so you'll be safe from viruses and malware. You don't need to buy and install security software separately. In addition, the WGLS has blocking mechanisms installed on our servers to prevent certain Internet sites that the school has determined should not be accessible from being seen. This block will also work from locations outside the school building.

What happens if you do not have Internet at home: Students will be instructed how they can download materials during the school day that they will need for homework that evening. In addition, Google Drive (word processing program) allows students to view Google documents, spreadsheets, presentations, and drawings, shuffle folders around, and edit files stored in your Google Drive folders. Additionally, there are various areas around the community with WiFi access, including, but not limited to the school, the library, and some local churches. Students may also access Google Drive using smartphone data plans, and/or using smartphone hotspots to connect Chromebooks to the internet. The key is communication with teachers!

What is the battery life of the computer: If fully charged each day, the 8.5 hour battery life should be sufficient for the school day and more. Students will be asked to charge their chromebook at home every night. If the battery no longer holds a charge, bring it to our tech department.

Who is responsible for the repair fees or replacement: The WGLS will be self-insuring the chromebooks. The responsibility for the cost of purposeful damage, negligence, loss, or theft may fall on the student/parent/guardian.

Can my child opt out of having a Chromebook: No. Chromebooks are expected to become an integral part of the education all students receive at the Waynesfield-Goshen Local Schools, and we want them to take advantage of the powerful learning resources available with it.

Can students use a device they have from home instead of the Chromebook: The chromebook will become an integral part of the educational process, and all students must have one to participate in classroom activities that require it. It will be a tool that students will be expected to use and incorporate into their daily learning activities. Students **cannot** use their own laptops in school because of the extensive work that would be required to block sites that should not be accessed both in school, and at home; prevent viruses from getting into the WGLS network; and to configure the computer for use with the use of our

learning management systems. The chromebooks the students receive will be ready to use and configured with everything needed. In addition, the WGLS personnel have been trained to work with these particular devices, and it could become very costly to have to deal with issues on a variety of different computers and platforms.

May parents purchase the chromebook at the end of every school year: The chromebooks are property of the WGLS, just like any textbook. At the end of each year, it must be returned to the WGLS for proper maintenance; however, every attempt will be made to have each student receive the same device as the year prior, until the refresh cycle is ready. Unfortunately, no guarantees can be made.

Will the students be required to take the chromebook home each night: The chromebooks are a tool for students! As technology is a core component of how people learn and access information today, and since WGLS students have homework as a basic part of their learning, it is recommended that students take them home every night and return to school each day with a fully-charged battery.

Will students/parents be allowed to install any apps or software: No. Only WGLS personnel should install anything on these chromebooks.

Who is funding the cost of computers for those students participating in the free/reduced lunch program: Funding is provided through the State foundation to help offset these cost. However, all students, including free/reduced lunch, are responsible for the cost of chromebook repairs and optional insurance costs.

Are teachers required to use the chromebooks in their class curriculum: The WGLS is providing professional development (PD) each year for teachers and building administrators so more can be learned about how to incorporate technologies into classroom instruction and assessment. Our teachers are tasked with the job of finding the most effective ways to reach kids and educate them, and we will continue to research and find the best way to teach kids! If that is with using the chromebook, then we will use it. If that is using a different method, then we will do that.

What procedures or precautions will be taken to assure the safety of chromebooks: Each student will be issued a protective bag, which should be used when the chromebook is not in use. If the chromebook is not with the student, it should be stored in his/her locker in its protective bag.

What if another student damages my student's device: In such cases, circumstances will be investigated on a case-by-case basis by school administration and the technology department. If the action is deemed intentional or an act of vandalism, local law enforcement may become involved.

How can students submit work or assignments via their devices: Google Drive has features built into it that allow work to be “shared” between teachers and even classmates. Students can create documents, spreadsheets, drawings, photos, presentations and even videos. Each item can be “shared” with a teacher prior to its due date. The teacher can then see the work on his or her own computer to review it or grade it for the student. In addition, students will submit assignments through our Learning Management System, Email or Hapara.

Will paper assignments become obsolete: We can't say we'll never have paper or printed projects or work, but it will become less used as time goes on. This can add up to significant cost savings for the district by using less ink, toner and paper. That's good for the environment, too.

Is insurance a mandatory purchase: It is not mandatory, but it is highly recommended. We believe \$50 for full coverage is a really good deal. This insurance policy will cover all repairs during the current school year.

May students personalize the computer: Students may not personalize the device or carrying case, but we are allowing students to personalize the iPearl snap-on mCovers. Personalization must be school appropriate! Any inappropriate "stuff" placed on a student's device will result in a replacement charge of \$18 and disciplinary measures.