ATLANTA PUBLIC SCHOOLS

STUDENT/PARENT
DEVICE HANDBOOK
ONE-TO-ONE

2025 / 2026

Device Care Guidelines

General Care

✅ Always keep your Chromebook in its protective case.

✅ Power off the device before cleaning. (never spray directly on the device)

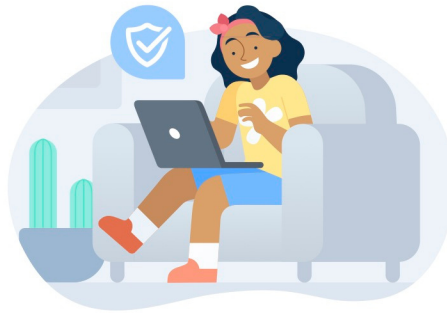✅ Always return the electronic pen to its holder or charging slot when not in use.

At Home

🏠 Fully charge your Chromebook each night.

🏠 The device should be kept away from extreme temperatures, small children, and pets.

🏠 Be careful when carrying your Chromebook in your backpack.

Avoid These Common Mistakes

🚫 Do not eat or drink near your device.

🚫 Do not carry the Chromebook by the screen or flip it back and forth unnecessarily, this can damage the hinges.

🚫 Do not attempt to open or repair the device yourself.

🚫 Do not stack heavy items on top of the Chromebook.

🚫 Do not leave your device unattended in vehicles or on the floor.

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If your Chromebook is lost, stolen, or damaged, notify your school immediately. Do not attempt to fix hardware issues on your own.

securly

Dear parents,

Your student's school device is now protected by Securly, helping keep them safe when they go online.

And with the Securly Home app (included with your district's Securly partnership), parents can safeguard their child's online activity when devices come home, thanks to features like:

Pause the internet with the tap of a finger

Offline schedules for device-free family time

Live activity feed for real-time peace of mind

Push notifications for flagged activities

Internet rules for your home at your fingertips
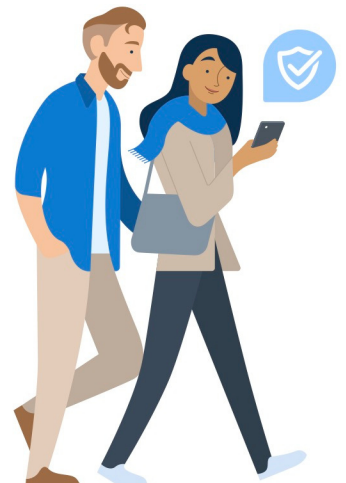
Get started in two clicks!

http://tinyaps.com/?securlyparentapp

Learn more

http://tinyaps.com/?securlyandroid

Download Securly Home for Android

http://tinyaps.com/?securlyapple

Download Securly Home for Apple

Chromebook Self-Help

Chromebook Won't Turn On?

✓ Disconnect charger, press and hold power button for 7 seconds. Reconnect charger and press power button.

✓ Plug into the charger and wait 15 minutes, then try again.
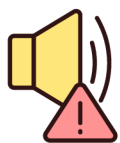
✓ Make sure the charger is firmly plugged in at both ends.

Can't Connect To Wi-Fi?

✓ Click the bottom-right Wi-Fi icon and toggle Wi-Fi OFF, then ON.

✓ Choose the school network. (APSMDM)

Touchscreen or Stylus not working?

✓ Wipe the screen gently with a lint-free cloth.

✓ Restart the Chromebook.

Sound Issues?

✓ Make sure it's not muted (🔇icon in the bottom-right tray).

✓ Check if headphones are plugged in. Remove them to test sound.

Chromebook Running Slowly?

✓ Restart the Chromebook. Avoid having too many tabs or apps open.

✓ Save files to your Google Drive, not Downloads.

Spilled Water or Physical Damage?

✓ Power off IMMEDIATELY.

✓ DO NOT turn it upside down or try to fix it.

✓ Tell your teacher or tech personnel right away.

Frozen or Glitchy Screen?

✓ Hold the power button until the device shuts off.

✓ Wait 10 seconds, then turn it back on.

Restarting Solves Most Issues

Hold the power button until the device shuts off. Press power button to restart.

Scan or Click for Troubleshooting and How-To videos.

http://tinyaps.com/?chromebook

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Kindergarten -12th Grade Students
Meet Your Chromebook :
Tools for Learning, Creating, and Collaborating

Camera, Camera Light, Camera Cover & Microphone
Google Vids
Create, edit, and share video content for assignments and presentations.

Power Button, Volume Buttons & HDMI connector
Google Slides
Create, edit, and collaborate on class projects, presentations, assignments, and notecards.

Charging (light)
on (red)   less than 5%
on (amber)   between 5% and 97%
on (green)   between 97% and 100%
no light   not charging

Charging Light, Combo Audio Jack & Electronic Pen
Google Classroom
Access Assignments, Practice Sets, Classwork, Homework, Quizzes and Videos, and Classroom Material.

Keyboard Shortcuts & Trackpad
Google Docs
Create, edit, write, comment, collaborate, and take notes.

Keyboard Shortcuts
ctrl + ☐▯▯ Take a screenshot
🔒 Lock your screen
☐▯▯ Show all windows in overview mode
⛶ Full-screen mode

Tablet & Tent Mode
Keyboard is disabled automatically, use touch screen.

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Pre-Kindergarten Students
Meet Your iPad: Getting Ready to Learn, Explore, and Create

Access learning tools in myBackpack

myBackpack

https://mybackpack.apsk12.org

Safety Case & Easy Carry Handle

Great for safe and engaging learning in Pre-K.

Can be used in class for early literacy, numeracy, creative play, and digital storybooks.

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Device Use & Care

Chromebook Use

The Chromebook is an educational tool and shall only be used in that capacity. Once issued, the student and consenting parent or guardian are responsible for the Chromebook at all times.

1. The student is the only authorized user of his/her assigned Chromebook. Never share or trade computers with another student.
2. Do not remove district applied labels, asset tags, or other identifiers.
3. Chromebooks must be brought to school at daily, fully charged.
4. Chromebooks are the property of Atlanta Public Schools (APS). If you stop attending Atlanta Public Schools, you must return the Chromebook to your last enrolled APS school immediately or you will be in possession of stolen property.

Chromebook Care

1. Use the Chromebook on a flat, stable surface.
2. Never use liquid cleaners, such as Windex, to clean the Chromebook screen. Instead, use a dry, soft lint-free or microfiber cloth. You can also use packaged pre-moistened cleaning tissues designed for electronics to clean the screen
3. Keep all food and drinks away from the Chromebook.
4. Avoid placing or dropping heavy objects on the top of the Chromebook.
5. Chromebook lids should always be closed and tightly secured when moving. Do not carry your Chromebook while the screen is open.
6. Do not carry your Chromebook by the screen, or corner of the device.
7. Do not place anything on the keyboard before closing the lid.
8. Insert and remove the power adapter in the power port with care every time.

Chromebook Transport And Home Use

1. If carrying your Chromebook in your backpack, avoid sharp objects in your backpack around your Chromebook, and avoid throwing your backpack or leaving it in places where it can be accidentally kicked.
2. Keep all food and drinks away from the Chromebook.
3. Do not leave the Chromebook in an automobile. Computers cannot tolerate extreme heat or cold and may become damaged.
4. Failing to bring the Chromebook to class daily will result in the inability to participate in class work, homework and projects.

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Student Device Agreement
Parent Acknowledgement Form
2025 - 2026 School Year

Why a District-Issued Chromebook Matters for Your Child's Learning

Atlanta Public Schools is committed to providing every student with the tools they need to succeed in a digital world. District-issued Chromebooks support equitable learning opportunities by ensuring all students can participate in modern, technology-rich instruction at school and at home. These devices are tailored to support APS curriculum and provide a consistent, safe, and engaging learning experience. Each Chromebook comes preloaded with essential educational tools, secure browsing features, and access to classroom resources that promote college and career readiness.

Benefits of the APS Chromebook Program include:

- Access to Google Workspace for class assignments and collaboration
- Participation in personalized, real-time learning environments
- Engagement with digital citizenship and responsible internet use
- Opportunities to explore STEM, literacy, and creative application

Parents can sign the official form in the **Infinite Campus Parent Portal** CLICK HERE or http://tinyaps.com/?Parent

Home Internet Access

Does your household have reliable internet access? ☐ **Yes** ☐ **No**

If No, would you like to interested in a loaner internet hotspot? ☐ **Yes** ☐ **No**

Optional Device Insurance

To protect families from unexpected replacement costs, APS offers insurance for the district-issued Chromebook:
- Cost: $27.00 per school year
- Covers: Theft, Burglary, Robbery

Would you like to purchase GAP Insurance?

☐ **Yes - I will pay $27.00**
$50.00 deductible per damage incident

☐ **No - I decline**

Do you need financial assistance to cover the $27.00 insurance fee?

☐ **Yes - I request assistance**

☐ **No - I do not need assistance**

Student Chromebook Insurance
http://tinyaps.com/?chromebookinsurance

Student iPad Insurance
http://tinyaps.com/?ipadinsurance

Acknowledgement & Signature

Student Name: _____

Student ID: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

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Responsible Device Use

All students must comply with APS policies related to responsible technology use, including:
- **Policy IFBGA: Responsible Use of the Enterprise Network** http://tinyaps.com/?bdinternet
- **Policy JD: Student Code of Conduct** http://tinyaps.com/?bdconduct
- **Policy JS: Student Fines, Fees, and Charges** http://tinyaps.com/?bdfees

Students are expected to use devices responsibly at all times, on and off school property. Inappropriate use, tampering, or access to prohibited content may result in disciplinary or legal consequences.

Theft

If a district-issued device is stolen:
- A police report must be filed within 5 days.
- A copy of the report must be submitted to the school administrator.

Returning the Device

Devices must be returned at the end of the school year or upon student withdrawal, transfer, or expulsion from Atlanta Public Schools
- Students must return all accessories including the charger and protective case.
- Failure to return the device and accessories will result in fees and may lead to a hold report cards, diplomas, or certificates of progress.

Receiving the Device

Before a student is allowed to take a district-issued Chromebook home:
- Parents/guardians must complete and submit this Student Device Agreement form.
- Students must complete the district's Digital Citizenship Curriculum

Privacy

Students should not expect privacy when using a district-issued device.
- APS staff may inspect, monitor, and retrieve information stored on devices at any time.
- Devices are equipped with GPS tracking and remote management systems for lost/stolen recovery and usage monitoring

APS complies with Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), and the Family Education Rights and Privacy Act (FERPA) requirements for student data protection.

Fines for Device Damage, Loss, or Theft

Devices must be returned at the end of the school year or upon student withdrawal, transfer, or expulsion from Atlanta Public Schools
- Students must return all accessories including the charger and protective case.
- Failure to return the device and accessories will result in fees and may lead to a hold on report cards, diplomas, or certificates of progress.

Families are financially responsible for damages or loss of the Chromebook or its accessories while issued to a student, unless insurance coverage was purchased, and the damage, loss, or theft is eligible for coverage.
- Lost/Stolen Chromebook: Up to $250
- Damaged Chromebook: Up to $100
- Lost/Damaged Charger or Case: $30 each

Failure to Return

Students who do not return their device or accessories and do not report them as lost/stolen will be charged the full replacement cost.

Device Take-Home Opt-Out Option

All students will be allowed to take their district-issued Chromebook home each day to support continued learning beyond the classroom. If you do not want your child to bring their Chromebook home, please check the box below to opt out. Your child will only use their Chromebook during school hours and will not be allowed to take it home.

☐ I DO NOT want my child to take the Chromebook home. I understand they will only use it during the school day. I also acknowledge that my child will need access to a device at home and that I will provide a device for my child on district-designated Extended Learning Days to complete assignments. The Extended Learning Days for the 2025–2026 school year are: **Monday, October 13, 2025; Tuesday, November 4, 2025; Monday, February 16, 2026; and Tuesday, February 17, 2026**

Device Repair Cost

CHROMEBOOK | **FULL REPLACEMENT COST $500**

DAMAGE COSTS WITHOUT DEVICE PROTECTION PLAN			
Common Repair/Parts	**Repair Cost**	**Common Repair/Parts**	**Repair Cost**
Upper Case	$100	Broken Port (HDMI,USB, Power)	$100
Lower Case	$75	Missing Charger	$30
Case Hinge	$30	Display Screen Replacement	$270
Keyboard/Bezel	$100	Missing Case or Sleeve	$30
Trackpad Replacement	$50	Removed/Damaged Asset Labels	$25
System Board	$500	Cleaning Fee*	$25
Battery Replacement	$100		

OTHER FEES (With or Without Device Protection Plan)	
Cleaning Fee*: $25	**Tampering with Internal Components:** Up to Full Replacement Cost
Unauthorized Repairs or Modifications: Up to Full Replacement Cost	**Intentional Damage or Vandalism:** Full Repair/Replacement Cost
Repeat Damage Fee (2nd/3rd Incident): **$50**	**Lost Device Recovery Fee:** $50
Fake/Fraudulent Damage Claim: Up to Full Replacement Cost	**Unreturned Device at End-of-Year:** Full Replacement Cost *(Until Returned)*

For devices with excessive dirt, drawing, painting, markings, unapproved stickers, or other defacements