

CHROMEBOOK HANDBOOK OF PROCEDURES AND INFORMATION

Receiving Your Chromebook

The Chromebooks will be distributed during “Chromebook Orientation”. Parents and students must sign and return the Authorized Use of District-Owned Mobile Devices (Student/Parent User Agreement) before the Chromebook can initially be issued to their child.

Chromebook Check-In

Chromebooks must be returned to the building media center during the final week of school so they can be checked for serviceability. If a student transfers out of the district during the school year, the Chromebook must be returned to the media center with all accessories at the time of student withdrawal. If there are missing items or damaged items, those fees will be added to the student’s fees. Additionally, individual school Chromebooks and accessories must be returned to the building media center at the end of each school year. Students who graduate early, withdraw, are expelled, or terminate enrollment at Amanda-Clearcreek Local Schools for any other reason must return their individual school Chromebook on the date of termination.

Check-In Fines

If a student fails to return the Chromebook and/or accessories at the end of the school year or upon termination of enrollment at Amanda-Clearcreek Local Schools, the cost of the Chromebook and accessories will be added to the student’s fees. Furthermore, the student will be responsible for the cost to repair any damage to the Chromebook consistent with the District’s Chromebook Technology Protection Plan.

Care of your Chromebook

The Chromebook is school property and all users will follow this policy and the District’s Acceptable Use Agreement for Students are responsible for the general care of the Chromebook they have been issued by the school. Any Chromebook that is broken or fails to work properly must be taken to the student helpdesk in the Media Center for an evaluation of the equipment.

General Care

Use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, abrasives, etc. to clean the Chromebook.

- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the ACLSD.
- Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area or bag.

- Students are responsible to come to school with the Chromebook charged.
- Excessive pressure on the Chromebook screen may cause damage. Avoid leaning on top of the Chromebook or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the screen.
- To prevent damage, your Chromebook should not be near food and drink.
- Keep your Chromebook out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness. Freezing conditions will damage components and impact battery life.
- The Chromebook is provided for the sole use of the student to which it is assigned. Do not loan out your Chromebook, charger, or protective cover to other individuals.
- In the event you need a secure place to store your Chromebook, you may check it in for storage or charging at the student helpdesk in the Media Center.
- Keep your Chromebook off the floor where it could be stepped on or tripped over.
- Do not disassemble or attempt to do any physical repairs to the Chromebook.

Technology Support

Technology support for Chromebooks will be available during the school day at the student helpdesk in the Media Center. After hours support will not be available.

You are required to keep the Chromebook in the supplied protective cover. Please remember backpacks are not permissible for during-school use; however, when carrying the Chromebook home, please avoid placing too much pressure and weight on the Chromebook screen to and from school.

If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. If a student repeatedly leaves his/her Chromebook at home, he/she will be subject to appropriate disciplinary action. Students may also face restrictions or loss of Chromebook privileges.

Screensavers/Background Photos

Students will have the ability to customize their Chromebook (screen background). You may personalize your lockscreen and homescreen with appropriate media.

The presence of guns, weapons, alcohol, drug and gang-related symbols or pictures are not permitted per school/district policies unless related to academic purposes. The presence of pornographic materials or inappropriate language is not permitted per school/district policies.

Using your Chromebook

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Do not expect that files stored on your Chromebook will be private. District officials may review your files and communications at any time to ensure you are using the Chromebook appropriately.

Students are responsible for the appropriateness of all files, data, and internet history on your Chromebook. Do not take photos or video of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.

Do not access another individual's materials, information, or files without permission.

You are responsible to bring your Chromebook to school every day. If you do not have it, you must complete all work as if it were present. Students may face disciplinary consequences for forgotten Chromebooks.

Bring your Chromebook to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school. Limited access to a charging station will be available in designated areas. Updates to Apps and the Chromebook software are released periodically. It is your responsibility to keep your device updated and synced prior to class.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Acceptable Use

The use of the Amanda-Clearcreek School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by ACLSD is non-transferable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the District.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Amanda-Clearcreek School District's Student Code of Conduct shall be applied to student infractions.

Students may not jailbreak, modify, or in any other way tamper with the Chromebook's operating system (OS).

Removing any or all installed programs/apps is strictly forbidden.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally, stolen, or lost. A Chromebook that is stolen must be reported immediately to the main office. The administration, technology department, and the appropriate police agency will conduct a full investigation and report.

PROTECTING AND STORING YOUR CHROMEBOOK

Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified based on serial number. Do not remove your Chromebook's identifying labels or markings.

Storing Your Chromebook

Students are encouraged to take their Chromebooks home every day after school unless the insurance fee has not been paid, regardless of whether or not they are needed.

REPAIRING OR REPLACING YOUR CHROMEBOOK/COST OF REPAIRS

Amanda-Clearcreek School District recognizes that with the implementation of the Chromebook initiative there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the following guidelines in place.

Damage/Loss

Take your Chromebook to the student helpdesk in the Media Center if you experience any technical problems. If it cannot be fixed at that time, a loaner Chromebook may be issued to you, if available. All Chromebook policy agreements remain in effect for the loaner Chromebook. If your Chromebook is stolen or damaged by another party, please report it to the office immediately. Your claim will be investigated further by the school district and/or the appropriate police agency.

Accidental damage causing the Chromebook to be unusable is the responsibility of the parent/guardian unless they have paid for the Technology Protection Plan.

Technology Protection Plan

If paid, the Technology Protection Plan will release the parent/guardian from having to pay for loss or damage for the following reasons:

- Damages or problems resulting from normal use and accidents.
- Loss or damages resulting from theft. An official copy of a police report is required.
- Loss or damages resulting from a natural disaster.
- Damages resulting from a power surge.
- Damages resulting from vandalism by another individual. If found guilty, the vandal will be liable to pay for damages.

The Technology Protection Plan will only cover two incidences per school year.

The Building Administration will determine if damages were due to negligence or accident.

Exclusions (parent/guardian will be liable for entire replacement cost of the device):

- Intentional damages.
- Lying on any damage report.
- Not carrying the Chromebook in a district-provided protective case.
- Not reporting damages the next school day.
- Negligence.
- Loss or damages resulting from fraudulent, intentional, or criminal acts.

Personal Home or Homeowner's Coverage

Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook computer. However, the student's liability is limited only by district's policies, not the private policy. If the private policy will not cover the full cost of the damage or loss, the student is still responsible for the difference.

Intentional Damage

Students/parents will be held responsible for costs associated with ALL intentional damage to Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report MUST be reported by the student or parent.

Please note: You will be issued one cover and charger/sync cable with your Chromebook. You will be responsible for purchasing additional or replacement supplies if needed.

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