



Carroll Consolidated School Corporation
CHROMEBOOK Expectations and Responsibilities



STANDARDS FOR PROPER CHROMEBOOK CARE

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

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

Your Responsibilities

- Treat this equipment with as much care as if it were your own property.
 - Center your Chromebook on the desk or table; do not place near an edge
 - Lock your Chromebook when not in use by closing the lid
 - Take your Chromebook when you leave the room, never leave it unattended
 - Store and carry your Chromebook in the approved CCSC case
 - Never remove your Chromebook from the case**
- **Bring the Chromebook with a charged battery to school every school day.**
 - Charge your Chromebook fully each night
 - The charger should remain at home or with the Chromebook
- Chromebooks are not to be used DURING LUNCH PERIODS IN THE CAFETERIA unless prior approval has been given
- **You will be responsible for keeping your Chromebook with you or in a secure location at all times. This could be locked in your locker or other secure place others do not have access to. Do not leave it in any car, unless it is locked in the trunk, secured in the CCSC assigned case. If you lose your Chromebook the replacement cost is \$340.**

A minimal damage fee of \$59 will be charged to the student when the damage is determined to be accidental and not negligence.

- Avoid use in situations that are conducive to loss or damage. For example, never leave Chromebooks in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen.
- **Loss or damage that occurs when anyone else is using your assigned Chromebook will be your full responsibility to pay the \$340 replacement cost if it can't be fixed easily.**
- Adhere to CCSC School's Chromebook procedures at all times and in all locations. When in doubt about acceptable use, please ask school personnel.
- Back-up your data. Google Drive and all your documents should always auto-save and back-up to cloud. Critical files that are saved locally to the "Downloads" folder for offline use should be moved to Google Drive and not only on your Chromebook which is not backed-up.
- Read and follow general maintenance alerts from school administration and technology personnel.

General Care

- Do not attempt to remove or change the physical structure of the Chromebook, including screen, buttons, keys, keyboard, or casing. Doing so will void the warranty, and you will be responsible for repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Keep the equipment clean.

Carrying the Chromebook

- Maintain a firm grip and use two hands when possible even for short distances while walking with the Chromebook. Never carry the Chromebook by holding only the screen.
- Always store the Chromebook in the provided CCSC certified case.
- Place Chromebook into sleep mode when not in use to preserve battery life. Sleep mode is sufficient – there is little reason to actually shut-down the Chromebook during the school day; however shutting down and turning back on is always the first step in fixing any problem your Chromebook may encounter.

Screen Care

- The Chromebook screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the Chromebook screen with anything other than your finger or an approved device.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- **Never leave any object on the screen OR on the Keyboard! Any object on the keyboard will break the screen when the lid is closed.**

Battery Life and Charging

- **Arrive to school each day with a fully charged battery. Establish a routine at home to charge your Chromebook overnight.**
- Avoid using the charger in any situation where you or anyone else is likely to trip over the cord.
- Use of power adapters for charging in the classroom, due to not charging at home, is prohibited.
- Lowering the screen brightness will conserve battery power.
- Don't let the battery drain below 5%. Save your work and immediately shutdown if you are unable to connect to the charger.

How to Handle Problems

- Always REBOOT your Chromebook while at school first to see if the problem repeats itself.
- Promptly report any problems to the classroom teacher or school Media Center.
- Don't attempt to fix hardware issues yourself. When in doubt, ask for help.
- Do NOT go outside of CCSC for repairs.



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Procedures

Equipment:

- **Ownership:** CCSC retains sole right of possession of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. The Chromebook is the property of CCSC and must be returned at the end of each school year. Moreover, CCSC administrative staff retains the right to collect and/or inspect the Chromebook at any time and for any reason, including via electronic remote access; and to alter, add or remove installed software or hardware. CCSC will not utilize remote desktop connection to access the Chromebook webcam.
- **Equipment Provided:** Efforts are made to keep all Chromebook configurations the same within each school. All systems include ample RAM, hard-disk space, software, wireless network capability and a protective case. CCSC will retain records of the serial numbers of provided equipment and software where applicable.
- **Substitution of Equipment:** In the event the Chromebook becomes inoperable, CCSC has a limited number of spares for use while the Chromebook is repaired or replaced. This agreement remains in effect for such any substitute equipment. The Student may NOT opt to keep a substitute loaner Chromebook or avoid using the substitute loaner due to loss or damage of the original. Students will charge their Chromebooks at home each night. If a student's assigned equipment no longer functions, the student should report it to the building media center.
- **Responsibility for Electronic Data:** It is the sole responsibility of the Student to backup necessary data. Google Apps will auto save in Google Drive, however any document save locally will need moved to Google Drive when an Internet connection is available.
- **Responsibility for Installed Software:** The Student may not install or uninstall any software on the Chromebook without prior approval from the classroom teacher or district administration.

Damage or Loss of Equipment:

- **Warranty for Equipment Malfunction:** CCSC has purchased a manufacturer's warranty covering parts and labor. Whenever possible this warranty will be used for supported issues with the Chromebook.
Families incur no additional charges for repairs covered by warranty.
- **Responsibility for Damage:** The Student is responsible for maintaining a 100% working Chromebook at all times. The Student shall use reasonable care to ensure that the Chromebook is not damaged. Refer to the *Standards for Proper Care* document, for a description of expected care.
 - In the event of damage not covered by the warranty, CCSC reserves the right to charge the Student or Guardian the full cost for repair or replacement, including labor, when damage occurs due to negligence.
 - **A minimal damage fee of \$59 will be charged to the student when the damage is determined to be accidental and not negligence.**
 - Lost parts will be charged at the current CCSC replacement cost.

- **Actions Required in the Event of Loss or Damage:** Report the damage immediately to the school media center and administration will be notified. In the event of loss, report the loss to the building administrator for investigation. If the Chromebook is stolen or vandalized while not at a CCSC facility the Guardian shall file a police report. CCSC staff will file a police report if incident occurs in a CCSC facility.
- **Repair:** Occasionally, unexpected problems do occur with the Chromebooks that are not the fault of the user (crashes, software errors, etc.). The Media Center and Technology Department is prepared to assist students with having these fixed. Always REBOOT the Chromebook before visiting the media center to verify if the problem continues. Any attempt to repair outside of CCSC may result in the Student and Guardian being charged the full replacement cost.

Legal and Ethical Use Policies:

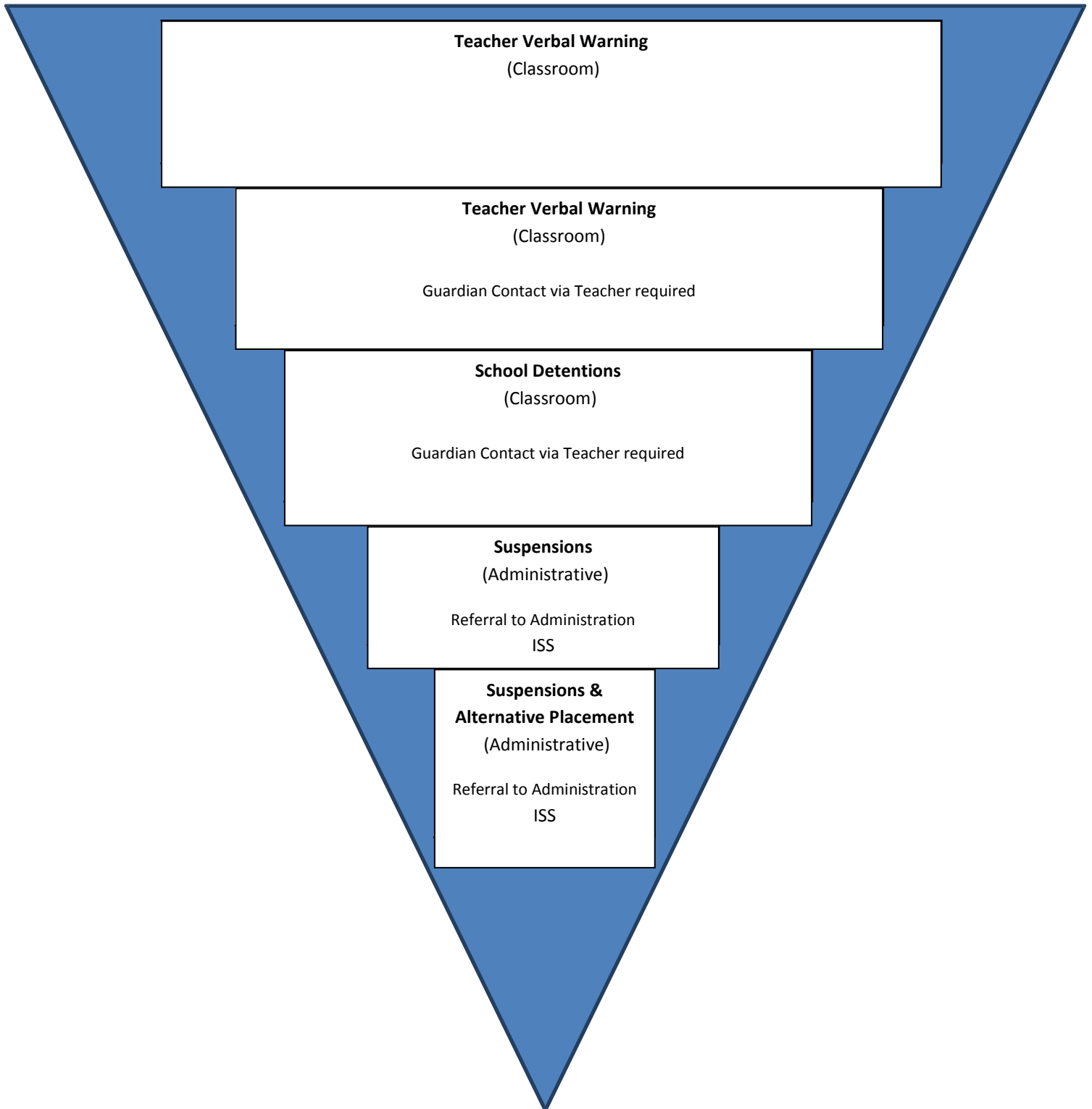
- **Monitoring:** To assure compliance with CCSC's Network Acceptable Use Policy, technicians may monitor logins, Internet usage, and files as needed. CCSC does not and will never utilize remote connection to access the Chromebook webcam.
- **Legal and Ethical Use:** All aspects of CCSC's Network Acceptable Use Agreement will remain in effect. CCSC will provide content filtering within the CCSC network and outside of the network. However, CCSC does not have full control of the information on the Internet or incoming email from a non-CCSC email provider.
- **File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tools separate from the school's Google system are explicitly prohibited. Individuals with legitimate, school-related needs for these tools may seek prior approval from the Technology Director.
- **Customizations:** No stickers, tape, or markers should be used to "decorate" the Chromebook surfaces as these are often difficult to remove and may result in billable damage.
- If it isn't acceptable at school, then it isn't acceptable on the computer - ie. pictures of weapons, obscene language, tobacco/alcohol, gang related, or drugs.
- If you get a pop-up or accidentally go to an inappropriate site, notify your school media center. Include details such as date, time, and site address/URL. This will serve as future documentation and help the Technology Department block the site.



Pyramid of Natural Consequences



Having a district provided Chromebook comes with a new set of responsibilities and natural consequences. All consequences have a common structure district-wide. Discipline is progressive. Low-level, first-time infractions will have a lesser consequence than infractions that are repetitive or more serious in nature. Consequences might include guardian contact, assignments that re-teach or reinforce correct behaviors, loss of classroom credit, office referrals, after-school detentions, suspensions, and alternative placement.





Pyramid of Chromebook Damage Cost Summary



Having a district provided Chromebook comes with a set of responsibilities and proper care of school owned property. All damages of school owned technology have a common cost structure district-wide. Costs are progressive. Low-level, first-time infractions will have a lesser consequence than infractions that are repetitive or more serious in nature. Damage costs and consequences follow the structure below:

1st and 2nd non-neglected damage

Student/Guardian pays cost of the repair.
(\$59 minimal)

3rd damage

Third damage will be considered neglect and Student/Guardian will be responsible for paying for complete repair of the Chromebook. Complete repair cost could be up to a total of \$340 for a new Chromebook.
Student may lose Chromebook for the year.

Intentional Damage and Vandalism

In proven situations based upon witness of the event of Intentional acts of damage or Vandalism to the Chromebook OR proven based on reviewing of the damaged Chromebook a total replacement of the Chromebook will be issued to the Student/Guardian in the form of \$340.

3rd damage, Intentional Damage, Vandalism - Chromebook usage during school

While some classroom and homework activities and assignments will be made offline as an alternative for students who do not have Chromebook, some activities and assignments will not have a replacement. The student will be unable to participate in and accomplish certain tasks. Alternate written tasks will be assigned.



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A signature below signifies that the student and guardian has read and acknowledges the above STANDARDS FOR PROPER CHROMEBOOK CARE, PROCEDURES, CONSEQUENCES, and DAMAGE COST SUMMARY:

Student Signature: _____

Date: _____

Guardian Signature: _____

Date: _____