

Clear Fork Valley Local Schools Chromebook Guidelines and Procedures

Using the Chromebook at School

1. Each Chromebook is assigned to an individual student. Students should never “swap” or “share” their Chromebook with another student. Chromebooks should be in a student’s possession, or secured in a classroom, or locked locker, at all times.
2. When not in use, Chromebooks must be secured in the designated place in the classroom. Chromebooks are never to be brought to gym class or lunch.
3. Students may never share their password(s) with another student. Passwords should always be kept confidential.
4. Students are responsible for bringing their Chromebook fully charged to school each day.
5. Chromebooks are never to be taken outside for recess.
6. Students should not carry the Chromebooks into the restrooms.

Chromebook Usage Fee

1. Students will be required to pay a \$25.00 non-refundable usage fee each school year. This fee is to cover accidental damage to Chromebooks and chargers.

Using the Chromebook at Home

1. Parents/Guardians must complete three tasks before their student is permitted to take the Chromebook home
 - a. Attend Parent Informational Meeting
 - b. Sign the Chromebook Guidelines and Procedures Contract
 - c. Paid usage fee
2. The student or parent may not make any attempt to add, delete, access, or modify other user accounts on the Chromebook.
3. If the Chromebook is lost or stolen, a parent/guardian should immediately report the loss or theft to the Principal’s office. You are responsible for the replacement of a lost or stolen Chromebook.
4. If the Chromebook is damaged or not working properly, it must be turned in to the District Technology staff for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for repair of the Chromebook.
5. Students are responsible for recharging the Chromebook at home on a daily basis.
6. Chromebooks should never be taken into a bathroom.

Using the Chromebook for Internet and Email

1. Clear Fork Valley Local Schools does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the student may be able to access inappropriate material while using their home network. It is the parent's or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
2. Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number, or school name.
3. Parent/guardians and students are required to read and agree to the Districts Acceptable Usage Policy prior to receiving Internet and email access.
4. Students should be aware that Internet access and email, and other media that are accessed created, or stored on their devices are the sole property of Clear Fork Valley Local School District. The district has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time for any reason. No expectations of privacy in their use of the Chromebook, including email, stored files or Internet sites visited should be assumed by the student users.
5. The districts designated email can only be used for education purposes for teacher assigned activities.

General Use and Care of the Chromebook

1. The student may not deface or destroy this property in any way. Do not add stickers, pictures, wording, etc to any part of the Chromebook. Students are expected to treat the Chromebook with care. The Chromebook should be kept clean and free of any marks at all times.
2. Inappropriate use of the Chromebook may result in the student losing their rights and privilege to use the device.
3. The equipment will be returned when requested by Clear Fork Valley Local Schools, or sooner, if the student withdraws from school prior to the end of the school year. The withdrawal process will not be complete until the Chromebook has been returned to the school.
4. When transporting the Chromebook to and from school, students should always be sure it is in the case. Chromebooks should never be taken out of the case.
5. Students are encouraged to help each other learn to operate the Chromebook. However, such help should be verbal only. Students should only operate the Chromebook that has been assigned to them.
6. Any inappropriate or careless use of the Chromebook should be reported to an administrator, teacher or staff member immediately.

7. Students should not use the Chromebook while walking. Chromebooks should only be used while they are on a flat, stable surface such as a table. Chromebooks can be fragile, and if they are dropped they may break.
8. Students should protect the Chromebook from extreme heat or cold. Chromebooks should never be left in a vehicle, even if the vehicle is locked.
9. Chromebooks should be protected from weather, water and other liquids, foods, or pets.
10. Students should never eat or drink while using the Chromebook, or use the Chromebook near others who are eating or drinking.
11. Heavy objects should never be placed on the Chromebook. This includes books, musical instruments, sports equipment, etc. In addition, Chromebooks should not be placed under soft items such as pillows, chairs, cushions, blankets or clothing. This will cause the Chromebook to overheat, which will result in damage.
12. Students should use care when plugging in the power cord.
13. When not in use, the Chromebook should be turned to “off” or in “sleep” mode.
14. Never put anything on the Chromebook’s keyboard and close the lid. This includes earbuds.

Power Management

1. Chromebook batteries should last a full day depending on the amount of usage; however, the following settings and procedures will maximize the battery life.
 - a. Batteries must be fully charged at the beginning of each school day. Chromebooks need to be charged every night.
 - b. Keep the Chromebook in moderate temperatures. Extreme cold or heat will diminish battery capacity and can damage the device. Never leave the Chromebook in a car.

Cost of Repairs or Damage to the Chromebook

1. Parents/guardians/students will be responsible for the entire cost of repairs that are the result of willful damage to the Chromebook, case, or power supply/cord.
2. In the event the Chromebook, case, or power cord become lost or stolen, the parent/guardian/student will be responsible for the cost to replace them.

Consequences of Inappropriate Use

1. Use of any district technology is a privilege and not a right. Students are expected to use their assigned Chromebook in accordance with these Guidelines and Procedures, the District Acceptable Usage Policy and any applicable laws.
2. Failure to use the Chromebook in an appropriate manner may result in the following consequences, as determined by the staff and administration of the Clear Fork Valley Local Schools:

- a. Cancellation of student use and/or access privileges, including the privilege of taking the Chromebook home
- b. Detention
- c. Suspension from school
- d. Expulsion from school
- e. Civil or criminal liability under applicable laws

Privacy

1. Clear Fork Valley Local Schools retains control, custody and supervision of all Chromebooks, networks, and Internet services owned by Clear Fork Valley Local Schools.
2. Clear Fork Valley Local Schools reserves the right to monitor all activity by students. No expectations of privacy in the use of school devices including pictures, e-mail, stored files or Internet sites visited should be assumed by the student users.
3. All users need to be aware Clear Fork Valley Local Schools has the ability to monitor Internet usage.
4. Using Chromebooks to visit sites that are inappropriate under our Code of Conduct and that do not meet the educational purposes of the program may result in revocation of privileges.

Frequently Asked Questions

1. **What do I do when my Chromebook needs service?** Bring the Chromebook to the classroom teacher.
2. **How long will it take to fix my Chromebook?** Every attempt to troubleshoot and repair the Chromebook will be made in a timely manner. Some repairs may require sending the Chromebook to an authorized repair dealer.
3. **If a Chromebook is sent to a repair center, how long will I be without it?** We cannot predict the amount of time a repair will take. A temporary replacement Chromebook may be used during school.
4. **What if my Chromebook is lost or stolen?** Report the missing device to your teacher as soon as possible. The district has the capability of tracking the device.
5. **What about Internet usage at home?** Internet and filtering will be provided when the Chromebook is used on the Clear Fork Valley Local Schools campus. Families are responsible for Internet security at home. The best security is to require the student to use their Chromebook in a “family” area where parents can monitor what the student is doing. Parents should set limits and enforce them.

Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device.

- I will supervise my child's use of the Chromebook at home
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and I will supervise my child's use of the Internet and email
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth
- I will report to the school any problems with the Chromebook
- I will not attempt to install or delete any apps from the Chromebook
- I will not allow my child to use the Chromebook around food or drink
- I will make sure my child recharges the Chromebook battery nightly
- I will make sure my child brings the Chromebook to school every day
- I agree to make sure that the Chromebook is returned to the school when requested and upon my child's withdrawal from Clear Fork Valley Local Schools

Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities.

When using the Chromebook at home, at school, and anywhere else you take it, you must follow the policies of Clear Fork Valley Local Schools, especially the Student Code of Conduct, and abide by all local, state, and federal laws.

- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- I will not lend the Chromebook to anyone, not even my friends or siblings and it will stay in my possession at all times
- I will not attempt to install or delete any apps from the Chromebook
- I will honor my family's values when using the Chromebook
- I will not give personal information over the Internet when using the Chromebook
- I will bring the Chromebook to school everyday
- I agree that email and any other computer communication should be used only for appropriate, legitimate, and responsible communication
- I will keep all accounts and passwords assigned to me secure and I will not share these with anyone other than my parents

- I will not attempt to clean or repair the Chromebook
- I will recharge the Chromebook battery each night
- I will return the Chromebook when requested and upon my withdrawal from Clear Fork Valley Local Schools
- I will keep the Chromebook in the case at all times
- I will not tamper with the identification labels on the case
- I will not deface the case

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This form must be completed and returned by the student prior to receiving a Chromebook.

1. ___ I have read and understand the requirements and responsibilities detailed in the Clear Fork Valley Local Schools Acceptable Usage Policy. I understand that the school policies apply at all other times outside of the classroom setting with regard to district owned electronic devices.

2. ___ I understand and agree to pay the \$25.00 non-refundable usage fee required for insuring the Chromebook against accidental damage.

3. ___ I understand that I am responsible for and have received the following items:

___ 1 Chromebook – Clear Fork Valley Local Schools ID # _____

___ 1 Chromebook charger and cord – CFVLS ID # _____

___ 1 Chromebook case – CFVLS ID # _____



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Student Name: _____ Grade: _____

One Chromebook Serial # _____ has been issued to this student with a two piece charger, along with a Classmate Info case. These items are on loan to the student and are in good working order. It is the student's responsibility to care for the equipment at all times.

Identification labels have been placed on the Chromebook and case. These labels are not to be removed or modified. If they become damaged or missing the Technology Department should be contacted for replacements.

The Chromebook that has been issued to this student is, and at all times remains, the property of Clear Fork Valley Local Schools and is being loaned to the student for educational purposes only for the academic school year and must be used in accordance with the Policies and Procedures contained herein, the Student Code of Conduct, the Clear Fork Valley Local School District Acceptable Usage Policy, and any applicable laws.

Use of this Chromebook, as well as access to the computer network, the Internet, and email are a privilege and not a right. The Chromebook and accessories are provided for educational purposes only and are intended to support the learning objectives of Clear Fork Valley Local School District.

I will keep the Chromebook and accessories in their current condition and re-charge the battery before returning it. The Chromebook and its components will be returned in the same condition as it was received, or I will be responsible for replacing these items and/or compensating the Clear Fork Valley Local School District in the case of lost or damaged components. I understand the Chromebook should be kept secure, not be left in a car, or in a location with extreme hot or cold conditions.

By signing below I certify that I have read and understand the above statements and I agree to them.

Student Signature _____
Date

Parent Signature _____
Date