

# Chromebook Handbook



# The Purpose...

Understand the rules and expectations for the Chromebook as well as the consequences if I choose not to follow the rules.



## Section 1- Device Management

- 1) Parents and students must complete the required forms and pay the user fee prior to receiving a Chromebook. (Your Chromebook will stay in your AB3 class until paperwork is returned and fee is paid.)
- 2) Chromebooks and chargers must be returned when requested or when student terminates enrollment or graduates.

# Section 1- Device Management

- 1) If a student fails to return the Chromebook, he or she will be subject to criminal prosecution or civil liability if the replacement cost of \$300 is not received within 30 days of the student's departure.
- 2) Failure to return or pay for the Chromebook will result in filing a police report for stolen property with the Elko County Sheriff's Department.
- 3) Students are responsible for returning them in reasonable condition. Students will be charged a repair fee (per repair) not to exceed the replacement cost of \$300.



## Section 2- Responsible Care & Use

- 1) Students are responsible for the general care of the Chromebook issued to them by the school. Chromebooks that are damaged, broken, or fail to work properly should be taken to the Library.
- 2) Students are required **to carry their Chromebooks inside a protective case at all times.** This will be enforced.

## Section 2- Responsible Care & Use

- 3) Do not put Chromebook in backpack without case, as this may cause screen damage.
- 4) If a student is storing the Chromebook in his or her assigned locker, nothing should be placed on top of the Chromebook.
- 5) Do not store earbuds or power cords in the Chromebook case.
- 6) Do not put anything between the screen and keyboard (ie. velcro strap)
- 7) Chromebooks should not be stored in a vehicle at any time due to temperature extremes that can damage the Chromebook.

## Section 2- Responsible Care & Use

8) Electronic Device Identification and Other Items that must remain with Chromebook:

- 1) Serial number -
- 2) Elko County School District label (this # is on Chromebook, case, & charger)
- 3) Minor violation card with Student's Name
  - This needs to be carried in the pocket on the inside of the protective case
- 4) Label with name in plastic holder in Chromebook cover

***\*\*Asset tags, labels, and identification stickers may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with a district asset tag or turning in a Chromebook without a district asset tag. \*\****

## Section 3- Using Your Chromebook

- 1) Students will save work in their Google Drive which will be accessible on or offline.
- 2) It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.
- 3) The applications originally installed by the Elko County School District must remain on the Chromebook. All apps, extensions and add-ons will be managed, installed and/or removed by Elko County School District.
- 4) Periodic checks of the Chromebooks will be made to ensure that students have not added software/applications or removed required software/applications.



## Section 3- Using Your Chromebook

- 5) Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook.
- 6) The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district.
- 7) Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity.

## Section 4- Responsibilities

- 1) The use of Elko County School District's technology resources is a privilege, not a right.
- 2) If a person violates any of the rules in this handbook, privileges may be terminated, and the appropriate disciplinary action shall be applied.
- 3) This may include detention, suspension, and expulsion. When applicable, law enforcement agencies may be involved.

## Section 4- Student Responsibilities

- 4) A digital version of this handbook is provided to all users and is located on the SCMS website.
- 5) Students must use Chromebooks in a responsible and appropriate manner, adhering to the Nine Themes of Digital Citizenship.
- 6) Students must obey general school rules and adhere to ECSD's AUP (Acceptable Use Policy).

## Section 4- Student Responsibilities

7) Chromebooks must remain free of inappropriate writing, drawing, stickers, or labels related to gangs, tobacco, drugs, alcohol, violence, discrimination, profanity, or any other school prohibited forms of expression, including sexually explicit content.

8) Photos that include, but are not limited to, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

## Section 4- Student Responsibilities

- 9) Students must help the Elko County School District protect its users by contacting any staff member about any security problems encountered.
- 10) Students must take responsibility for any activity on their computer by monitoring their Chromebook/account(s).
- 11) Students should always secure their Chromebook after they are done working.
- 12) Students must notify an adult if he or she receives and/or encounters inappropriate digital content.

## Section 4- Student Responsibilities

- 13) Students must protect their passwords and personal information.
- 14) Students must immediately report a missing or stolen Chromebook to the office.
- 15) Students must give credit to all sources used, whether quoted or summarized.
- 16) Students must comply with trademark and copyright laws.

## Section 4- Student Responsibilities

### “Red Zones” and “Red Times”

- a) “Red Zones” are areas where the Chromebooks are not to be used at any time. “Red Zones” include the following: bathrooms, locker rooms, gyms, and the nurse's office.
- b) “Red Times” are certain times during the school day when the Chromebooks are not to be used. “Red Times” include before school, lunch, passing times, and after school.
- c) “Red Zone/Red Times” are subject to change.

# Section 5- Discipline

1) Violations may lead to disciplinary action or loss of Chromebook privileges or both, and parents will be contacted. The following is a list of possible violations:

a) **“Minor” Violations:**

- 1) During class time; communicating by using social media, email, gameplay/video streaming, accessing non-educational websites when use is not related to class.
- 2) Downloading software or adding Applications not approved by a teacher.
- 3) Putting Chromebook in backpack or unlocked locker.
- 4) Habitually arriving to class without Chromebook fully charged.
- 5) Habitually arriving to class without Chromebook. (This includes leaving Chromebook in locker or another class.)
- 6) Not having minor violation card in Chromebook case. (This will result in automatic lunch detention)
- 7) Any other activity deemed inappropriate by the teacher

*All “Minor” Infractions will be documented on the student’s infraction card which will be placed at all times in the sleeve of the student’s protective case. If a student receives 3 minor violations he/she will receive a minimum of 3 days of lunch detention.*



# Section 5- Discipline

## 2) “Major” Violations:

- 1) Bullying & Harassment
- 2) Use of someone else’s account
- 3) Moving, deleting, or changing files/folders not owned by you
- 4) Removing or damaging computer hardware
- 5) Bypassing Elko County School District’s filter
- 6) Manipulating screen content with intent to deceive
- 7) Viewing unauthorized materials, images, and or websites
- 8) Showing, depicting, suggesting or implying illegal activity, drug use, or gambling
- 9) Showing or encouraging violence against a living being or physical property
- 10) Showing adult-oriented material
- 11) Showing provocative or explicit material
- 12) Storage of inappropriate materials
- 13) Student activities strictly prohibited as listed in section 4.6 of this handbook

*All “Major” violations will result in immediate disciplinary action and the consequence will be determined by administration. This can include: detention, suspension, or expulsion.*

# Section 5- Discipline

## 3) Theft and Destruction of School Property (Chromebooks)

- a) **Stealing/Robbery**: Students involved in stealing or robbery or in possession of stolen property on school grounds or school transportation: suspension and possible arrest. This includes the Chromebook and the Chromebook charger.
- b) **Property Damage**: Students involved in the willful destruction or defacing of school property or the property of others. (The offender's' parents/guardians will be held responsible for repairing or replacing damaged school property per NRS 41.470): suspension and cost of damage.

### Consequences for Violations:

- c) Teachers and administrators will determine the appropriate consequences based on the severity of the infraction and the student's history of infractions. Site Administration will establish a Progressive Discipline Policy ranging from limited Chromebook accessibility to the device being taken away.

# Section 6- Repairs

- 1) Students will be held responsible for any and all damage to their Chromebook.

<b>First time incidents are covered by the the \$20 usage fee. Additional incidents will incur the following charges:</b>	<b>The following items are <u>not covered</u> under the \$20 usage fee and will accrue the following charges:</b>
<p>Broken screen-\$30 Missing key- \$5 per key General repair- \$20 Lost or broken AC adapter/charger- \$20 Any sticker removed- \$5 Software malfunction- no cost</p>	<p>Lost or defaced Chromebook- \$300  Stolen Chromebook- report to school and a police report will need to be completed, replacement costs may apply  Liquid or water damage- \$300</p>

## Section 6- Repairs

- 2) Devices are the property of Elko County School District and are only to be repaired by District authorized personnel.
- 3) If the Chromebook is in need of repair, students need to go to the library.
- 4) If a loaner device is available, one will be issued until the original device is repaired.