

# Sheridan County School District #3

## Chromebook Procedures and Guidelines

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### **Introduction:**

Chromebooks are provided for educational purposes and are intended to support the learning objectives of Sheridan County School District #3. The Chromebook, and power cord, along with a standard case that has been issued to the student, are the **property of the District**. This digital learning device is on loan to the student, and must be used in compliance with all District policies. **Use of this device, as well as access to the District network, the Internet, and email are privileges and not rights.** All violations of District policies will result in consequences.

### **Use:**

- The Chromebook is the property of Sheridan County School District #3 and can be checked at any time by any district employee.
- Parents/guardians and/or students do not have a right or expectation of privacy for any use of the Chromebook or District network.
- Internet access and email, and other media that are accessed, created or stored on District digital devices are the sole property of the District.
- The District has the right to limit or revoke a student's access at any time for any reason.
- Students will follow the District Acceptable Use Policy when using the Internet on the Chromebook at home or at school.
- Students must follow all Chromebook use policies, classroom procedures, and rules established by the instructor(s).

### **Lost, Damaged, Destroyed, or Stolen:**

- Students must immediately notify parent/guardian and school administration. Additional steps will be taken on a case-by-case basis.
- Intentional damage to the Chromebook will result in fees up to the retail value of the Chromebook and will be determined by the administration.
- Accidental damage to the Chromebook will result in \$100 deductible that is the responsibility of the student. (Reminder: used textbook replacements are at least \$100.)

### **Care:**

- Chromebooks must be in the student's possession or in a secure location at all times.
- Chromebooks must not be left in a vehicle due to potential for theft or temperature damage.
- Students must always transport the Chromebook in its protective case and in a secure manner through school hallways, classrooms, or at home.
- Students may not deface, mark, or damage any surface of the Chromebook.
- Never force a charger into a port. Contact an administrator or Mrs. Betz if the charger will not join the Chromebook using reasonable ease.

- Students must keep Chromebooks away from sources of liquids, including dampness and wet weather.
- Students need to wash hands prior to using the Chromebook.

### **Expectations and Responsibilities:**

- Students may not attempt to manipulate the operating system on the Chromebook.
- Students may not reset the Chromebook to factory settings without permission from the District.
- Students may not remove the mobile device management software or bypass the District Internet filtering solution.
- The student will treat the Chromebook responsibly.
- Students are responsible for bringing their Chromebooks, fully charged, to school each day.
- Each Chromebook is assigned to an individual student. Students should never “swap” or “share” their Chromebook with another student except for instructor directed activities.
- The school’s Internet connection will be used for educational purposes during instructional time.
- The teacher(s) may limit or restrict the use of the Chromebook during instructional time.
- Online chatting is prohibited during instructional time.
- Personal email is not allowed during instructional time except when approved by the instructor.
- Chromebooks may not be used to play music during instructional time unless approved by the instructor.
- File sharing must be approved and directed by the instructor.
- Downloading music and videos is allowed *only* for academic purposes and must comply with current District and Fair Use policy.
- Downloading electronic media that requires large amounts of bandwidth is prohibited during the school day.
- Taking pictures and video must have approval from the person(s) that will appear in the picture before any video or pictures can be taken with the Chromebook.
- E-Communication must be used responsibly.
- Rude, abusive, threatening, or otherwise inappropriate language is not permitted and may result in the loss of, or restricted use. Additional consequences are outlined in the student handbook.
- Pornographic, obscene, or vulgar images, sounds, music, language, or materials including screen savers, backgrounds, and/or pictures are prohibited and may result in the loss or, or restricted use. Additional consequences are outlined in the student handbook.
- Students may not attempt to break security protocols. If an Chromebook is jail broken (process of removing limitations imposed by the manufacturer), the student is responsible for the cost of the device.

### **Personal Health and Safety**

- Students should never share personal information about themselves or others while using the Internet or email.
- Permanent hearing loss may occur if ear buds or headphones are used at a high volume. Students should set the Chromebook volume to a safe level.
- For personal safety and that of the device, disconnect the power plug (by pulling the plug, not the cord) and remove from the Chromebook if any of the following conditions occur:
  - The power charger or plug becomes frayed or otherwise damaged
  - The Chromebook is exposed to excess moisture – rain or spills
  - The Chromebook has been dropped or the case has otherwise been damaged.

**I understand and agree to adhere to the Sheridan County School District #3 Chromebook Acceptable Use Policy and all procedures as outlined within it. I acknowledge that I have received a copy of these policies and procedures.**

**In addition, I received the following standard equipment:**

\_\_\_\_\_ **Chromebook, with Asset Tag Number** \_\_\_\_\_

\_\_\_\_\_ **Power Cord**

\_\_\_\_\_ **Standard Case**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_