



Chromebook Policy Handbook

Device Purpose

AV-W School is supplying K-8 students with a Chromebook device. This device is property of AV-W school. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all

Chromebooks used at AV-W by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. ***Students must sign and return the Chromebook Policy Sign-off before the Chromebook can be issued.***

Return:

Student Chromebooks and chargers will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at AV-W school.

Any student who transfers out of AV-W will be required to return their Chromebook and charger. If not returned, the parent/guardian will be held responsible for the replacement cost of the device.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

Rules of Care:

- No food or drink is allowed next to your Chromebook while it is in use
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook
- Students should never carry their Chromebook while the screen is open
- Chromebooks should never be shoved into a locker or wedged into a book bag as this, may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.
- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of AV-W.
- Students are unable to install additional software on their Chromebook other than what has been approved by AV-W.
- Under no circumstances are students to modify, remove, or destroy identification labels

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. Earbuds and other devices should be unplugged while transporting and storage.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

Screensavers/Backgrounds/Passcodes/Folders:

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related pictures will result in disciplinary action in accordance with school policies.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, assignments, grades, emails, calendars, and schedules will be accessed using the Chromebook.

At Home:

If a student needs to take their Chromebook home, the student is responsible for its return the following school day. If a Chromebook is left at home, a phone call should be made to a parent or guardian to bring it to school.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that student bring personal headset or earbuds for any audio projects they work on.

Printing:

Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

Software and Student Activity on Chromebooks:

- Changing Chromebook settings is prohibited.
- Webcams are not to be used without permission and purpose
- Using webcams to capture inappropriate images is strictly prohibited and will result in contact with law enforcement.
- Viewing of inappropriate materials may result in contact with law enforcement
- Accessing another student's account is strictly prohibited. If this is done accidentally, the student should immediately log out and notify their teacher.

Ethics:

- Students must contact IT Staff or teachers about security problems.
- Students must monitor all activity on their accounts.

- Students must immediately report any email containing inappropriate or abusive language, inappropriate subject matter, or any other questionable material.
- Students must be good internet citizens by avoiding unnecessary downloads and using proper internet etiquette not sharing the district wireless key.
- Students must report damage, misplaced, missing or lost Chromebooks to AV-W IT Staff.

Protecting & Storing Your Chromebook:

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be placed in the cart or shelves of their CREW teacher. Nothing should be placed on top of the Chromebook when stored. Students Chromebooks should be left at school unless approved by teacher/staff. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, cafeteria, EL center, hallways, bathrooms, bus, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Technology office. Disciplinary action of one (1) day assisting with school clean up or a similar activity will be required.

Replacing Your Chromebook:

Lost, Stolen or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged beyond repair is the responsibility of the student and parent/guardian involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school. **A missing Chromebook must be reported immediately to a teacher and to AV-W IT-Staff via email (stephen.boersen@avwschool.org).**

- Replacement of the Chromebook - \$300
- AC Adapter & power cord - \$30

Repairing Your Chromebook:

Damage or Defacing Equipment:

If a student's Chromebook is damaged outside of the standard manufacture warranty and a replacement part is needed, the student will be required to either pay a fee or spend time assisting with school clean up (or a similar activity).

Damage or defacement includes but is not limited to:

- Broken or cracked screen
- Broken keyboard including missing keys that are unable to be reattached.
- Liquid damage
- Etching or any permanent writing of any type
- Top/Bottom Cover Defacement via stickers, dents, or obvious scratching
- Audio/Power/USB port damage

For each offense, there will be a standard \$35 fee or 1 week of school cleanup during lunch period (or similar activity).

If a student continues to misuse equipment, additional disciplinary action may be taken.

AV-W Technology Use Agreement

Beginning of the year - Chromebook Check-out

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be filled out.

Student Initials

- I have read and discussed the Chromebook Policy Handbook with my student/guardian. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.
- I understand if the Chromebook is lost, stolen or damaged that I am responsible to pay for repair/replacement of the device

Guardian Name _____

Guardian Signature _____ **Date** _____