

# Burr Oak Community Schools Chromebook Guide



## **Overview:**

The following information refers to the use of an individual student computing device, the Chromebook. Students are also required to follow all of the guidelines outlined in the Burr Oak Community Schools' current "Acceptable Use Policy".

Please refer to the Burr Oak Community Schools' website for the most up-to-date information.

## **Care and Maintenance of the Chromebook:**

1. Do not attempt to gain access to the internal electronics to repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to the school's main office as soon as possible. Chromebook repair/replacement options will be determined by administration. You may be issued a temporary Chromebook or other materials until your Chromebook is working properly or replaced.
2. Never leave a Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks will be collected and stored in the school's main office.
3. Never expose a Chromebook to long term extremes in temperature or direct sunlight. An automobile is not a good place to store a Chromebook.
4. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
5. While the Chromebook is scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
6. You will be offered a case for your Chromebook at a cost of \$5. The role of the case is to protect the Chromebook, especially while the Chromebook is being transported. It is **STRONGLY** suggested that you purchase a case for your Chromebook.
7. Avoid placing weight on the Chromebook.

8. Never throw or slide a Chromebook.
9. Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued Chromebook accessories are the responsibility of the student
10. Each Chromebook has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
11. Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.
12. Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook rest solely with that individual.
13. The Chromebook is an electronic device and care must be exercised when handling it. Never throw a book bag that contains a Chromebook. Never place the Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.
14. The Chromebook is designed for daily use; therefore, each Chromebook must be charged and ready for use each school day. Chromebooks can and should be charged at home.
15. The Chromebook must remain free of stickers, writing, painting, or any other forms of adornment.
16. Never pick up or otherwise move your Chromebook by its screen. The hinges will break and you will be responsible for the repair costs.

### **Cost of Chromebook, Apps, and Accessories:**

1. The replacement cost of the Chromebook is approximately \$225 (subject to market pricing) and includes: the Chromebook, Chromebook case, Chromebook charger, and software applications (apps) including assorted programs/ accessories specific to individual classes.
2. It is the parent/guardian responsibility to cover the cost of district issued accessories in the event of theft, loss or damage due to abuse or misuse. Cost for accessory replacement includes, but is not limited to:
  - *Power Charger and Cable (\$40)*
  - *Case (\$10)*
3. District issued software applications (apps) are needed for student learning and should not be deleted.

4. Modifying the settings of the district issued Chromebook or deleting district issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

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

1. In the event that a district issued Chromebook is damaged, lost, or stolen the student and parent/guardian should immediately notify the school administrator(s). The filing of a police report by the parent/guardian may be advised at that time.
2. In the event that a police report is filed for a lost or stolen Chromebook, Burr Oak Community Schools, in conjunction with police, may deploy location software which may aid the police in recovering the Chromebook.
3. Students who leave/un-enroll from Burr Oak Community Schools during the school year must return the Chromebook, along with any issued accessories, at the time they leave the district. The Chromebook and all accessories should be returned to the school's main office. Failure to return a Chromebook in a timely fashion may result in legal action.
4. Be aware that the school does **not** have insurance that covers the damage to the Chromebook while in the students' possession. Parents should check their home owner's insurance policy to verify that the Chromebook may be covered for accidental or malicious damages.

### **Distribution of Chromebooks:**

1. Each student will receive a Chromebook formatted by Burr Oak Community Schools.
2. A parent/guardian may choose **not** to have their child participate in the Chromebook take-home program by sending written notification to the Building Principal. In this event, students will be issued a Chromebook, but will not be able to take the device home. Students who do not participate in the Chromebook take-home program will pick up and return their Chromebook to an area designated by the Building Principal/Technology Coordinator on a daily basis. Burr Oak Community Schools cannot guarantee equal access to materials and/or quality of materials to students opting out of the Chromebook take-home program.
3. Chromebooks will be distributed at the beginning of the school year and collected at the end of the school year. Chromebooks not turned in by the last day of school will be treated as lost or stolen Chromebooks, which may include additional fees and possible legal action.

## **Student Use of the Chromebooks**

1. The Chromebook is the property of the Burr Oak Community Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
2. The Chromebook comes equipped with a front-facing camera and video capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.
3. Students are responsible for bringing their Chromebook to school every day unless otherwise directed by a staff member. Failure to bring a Chromebook or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including a Chromebook, the student will be subject to disciplinary action.
4. It is the student's responsibility to bring their Chromebook to school fully charged. A student's repeated failure to bring their Chromebook charged may result in disciplinary action.
5. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.
6. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
7. The Chromebook affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage
8. The district issued Chromebook is designed as a tool for learning; misuses of the Chromebook may result in disciplinary action.
9. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
10. Students should set a lockscreen on the Chromebook that would identify the student.
11. The Burr Oak Community School District reserves the right to amend/add/revoke any of the above listed policies and will notify students/parents in writing when doing so.