

Chromebook Policy and Use:

- Please see the **student handbook** for full policy.
- Chromebooks are **state property** and for **school work**.
- **Usage is monitored by GoGuardian**; this means we can see every site visited.
- Students should **charge** their Chromebooks **at home** and **keep charger home**; battery life of a properly functioning CB will last 7 hours.
- **Students should bring in a charged CB every day; loaners are not given if a student forgets device.**
- A **malfunctioning or damaged CB** should be brought **to the library**. Please note: **“Three Strikes” rule**: Student may incur repair or replacement cost for frequent Chromebook damage or damage due to neglect.
- **Lost or stolen** Chromebooks should be **reported to your immediate teacher, the library, and administration immediately**. See Frequently Asked Questions below.
- For **lost or stolen devices**, a replacement cost of the Chromebook will be incurred unless a student gives the librarian a **police report of a stolen device**.

BY CHECKING OUT A DEVICE, THE STUDENT AGREES TO THE FOLLOWING:

1. I understand that I am completely responsible for my device.
 - a. I understand the CB is state property. I will not purposefully damage my own or another’s chromebook.
 - b. I will **keep all CB informational stickers**, ie name, barcode & serial numbers, **on the chromebook**.
 - c. I will **hold/carry** the chromebook from the **bottom, NOT by its top screen**.
 - d. I will **bring** my chromebook to **school every day**.
 - e. I will bring my chromebook to the **library** if **malfunction or damage occurs**.
 - f. I understand I may be **financially and/or disciplinarily responsible** if I do not follow **chromebook/use of technology policies**.
2. I have **read and accept the Technology and Acceptable Use Policy** in the Student Handbook.

*******PLEASE REMEMBER TO STORE YOUR USERNAME & PASSWORD FOR GOOGLE AND FOR OFFICE 365 (Outlook EMAIL) IN YOUR PHONE OR A TRUSTY NOTEBOOK**, in addition to your chromebook.

- **This way, student will be able to log into another device if receive a replacement CB or if need to print in the library. Students can login from a desktop using office 365/Outlook credentials.**

Frequently Asked Questions about Chromebooks:

What if students forget their Chromebook or forgot to charge it? Alternative options may include working with pen and paper or a spare device in the classroom if available and with teacher permission. Student may be given an alternate reading and writing assignment but are still responsible for the given Classwork, to be done at home. **Another device or charger will not be issued from the library.** We **expect students to arrive at school prepared and in uniform (Habits of Work)** .

What if I lost the charger? Students purchase a replacement on their own; must know the make and model of the Chromebook, just like purchasing a charger for a phone.

What if I lose the CB in school? Report to your immediate teacher and with permission, call or check previous classrooms/wherever you were. Make sure a friend doesn't have it. If not found, report to librarian and administrator immediately.

What are the consequences for damage or inappropriate use of the device? Details are provided in our Chromebook Policy and Use, and in the Technology and Acceptable Use Policy in the Student Handbook. Accidental damage will be covered by a warranty; students/parents/guardians will be held liable for purposeful damage and incur the cost of replacement. A student may also be put in the "penalty box," which is a disciplinary, restrictive policy that blocks all websites except ones explicitly allowed. **"Three Strikes" rule:** Student may incur repair or replacement cost for repeated and frequent Chromebook damage.

Can any family member use the device? It is not intended for family use other than for student & parental supervision. Each student will be assigned an individual username and password.

Can I put my own stickers on the CB? No, not while it is state property. Please do keep your name on the Chromebook, using tape or a label. The library will also replace name label.

Can I use my own device instead of a Chromebook? No.

For any Chromebook questions or concerns, please contact Library Media Specialist Department Head, Ms. Keith: elizabeth.keith@cttech.org; 860-344-7100 ext 18321.