

# CHROMEBOOK USE POLICY

In the 2021-2022 School Year Scott County Schools issued all High School Students grades 9-12 a Chromebook to “Achieve excellence by integrating and enhancing individual learning in a mobile technological environment.”

The Chromebook that you will be receiving to begin the school year will be the same Chromebook that you will use until graduating from SCHS. Within this section the term “Your Chromebook” is referring to the school issued Chromebook owned and maintained by Scott County Schools allowed for use to you, a student of SCHS. It is up to you to take exceptional care of your Chromebook.

School issued Chromebooks are the only computer/device a student shall need or use in school. Their Chromebooks will be equipped with everything they need to be successful in class. Students are not allowed to bring or use their own laptops, iPads or other devices to school. Students using their own devices will be asked to put them away. If they do not comply then the device can be taken and school discipline will be assigned.

## General Care:

- A protective cover that protects all corners of the Chromebook and protects the back of the Chromebook will be required at all times.
- A screen protector is required on the Chromebook at all times.
- Use only a clean, soft cloth to clean the screen. Do not use any cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks need to remain free of any drawing, writing, stickers or labels.
- Chromebook screens are especially sensitive to damage. Do not drop them, bump them, or place excessive pressure against the screen.
- Even the most expensive Chromebook cases will not ensure that damage will not occur if the Chromebook is dropped or excessive pressure is placed against the screen.
- Do not stack other objects on top of the Chromebook.
- Do not allow the Chromebook to become wet.
- Do not store the Chromebook in areas where they will be subject to extreme heat or cold. · Report any damage or malfunctions immediately to the proper persons.

### Daily Expectations:

- Chromebook is fully functional and is taken to every class.
- Chromebook must have an 80% charge which is significant enough to last the entire school day.
- Required apps, either those loaded by the school or installed at the request of your teacher, are accessible and ready for use.
- Students are responsible for completing coursework daily. Not having one's Chromebook for any reason (other than approved repair issues) is not acceptable and will result in consequences. For those approved repair issues, a loaner Chromebook may be checked out of the office.

### Managing the Chromebook:

- The Chromebook you are receiving will have certain apps and settings that are preloaded onto the Chromebook. These must not be altered in any way.
- If you remove "profiles" found in the general settings of the Chromebook, your Chromebook will no longer have the ability to connect to the internet at the school, and apps and their data that are provided by the school district will be lost.
- Also found in the general settings of the Chromebook there are several reset functions. Do not perform any of the reset functions. In the event that you perform any of the reset functions your Chromebook will lose the ability to connect to the internet and all data, apps and data stored within apps will be lost.
- Removal of profiles and or performing any reset functions will result in disciplinary action and or fines.
- Use iCloud for backup of the primary image of the Chromebook in case your Chromebook has become damaged or is not functioning properly.
- Students should save work to a cloud type environment and regularly backup data. Data will NOT be backed up in the event a Chromebook has to be re-imaged or restored to factory settings. 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.
- From time to time Apple will develop new and upgraded operating systems such as IOS 7. It is up to the student to update the IOS to the newest version at the appropriate time. Before or during the school day is not an appropriate time to update the IOS system. Please do so after school or at home.
- Students should keep apps updated as well which can either be set to update automatically or manually. If manual updates are the selection these should be done after school as well.
- It is recommended by the school district that you do not attach any credit card information to your iTunes account and use only iTunes gift cards to purchase

apps that are not paid for and installed by the school district.

- The iTunes account that you will be using for the Chromebook is yours to keep. All apps that you purchase with that iTunes account will remain with that account. Most apps that are purchased by the school district will remain property of the school district and will be removed at the appropriate time.
- When the school sends out apps to the Chromebook you will be required to enter in your iTunes account password for the app to install.
- In the event that storage space becomes an issue and is running low, student music, photos and apps will need to be deleted in order to make room for higher priority educational apps and data.

### WiFi:

- Do not connect to WiFi signals for which you do not have authorization. You may connect your Chromebook to your own WiFi at home. A connection “USD 466” will be provided and securely connected when you are at school. You should not connect school owned devices (your Chromebook) to the school provided connection named “USD 466 BYOD”. WiFi may be available on busses traveling to out of town activities. If the bus is WiFi equipped your Chromebook will automatically connect to a signal that has “USD 466” in the name. Do not ask your driver, coach, or sponsor for the WiFi password; they will not know it.

### Responsibilities:

- Follow the “Daily Expectations” as mentioned previously.
- Use your Chromebook in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to Chromebook/Computer use.
- Use your Chromebook in an appropriate manner so as not to damage school equipment. · Keep your Chromebook secure, digitally and physically.
- Manage your Chromebook in a way that allows it to be free from damage and to function properly.
- Students are responsible for purchasing and maintaining a Chromebook case that meets the guidelines written in the general care section.
- Students are responsible for purchasing and maintaining a set of headphones/earbuds to use with their Chromebook.

### Disciplinary Actions and Results:

- Intentional damage to your Chromebook or another student's Chromebook, removal of Profiles or unauthorized reset of settings, inappropriate data or use of Chromebook, losing your Chromebook, leaving your Chromebook at home, and any other violations of the above Chromebook policy will result in disciplinary actions such as detentions, in-school suspension, out-of-school suspension, possible expulsion, legal action, and/ or financial obligations deemed appropriate by district administration.

### Damage & Malfunctions:

- Scott County Schools offers an Insurance Policy available to all students.
- If your Chromebook malfunctions it may be covered under a warranty from Apple or repaired by the Technology Department.
- Lost or stolen Chromebook will be dealt with on a case by case scenario with the Technology Department and Administration

### Annual Fees & Insurance:

- Students will be assessed a \$75 annual technology fee which includes the cost of insurance. The fee must be paid prior to picking up the Chromebook before the school year starts. The insurance policy covers one Chromebook per student per school year for any costs outside the manufacturer's warranty. Each claim for a damaged Chromebook has a \$50 deductible the first time, \$100 deductible the second, \$150 the third and so on. It is at the school's discretion on what type of repairs or replacements are needed.
- Power adapter, cover, or any school-owned accessories are not included. These items require a full replacement cost with the exact same item.