



CHROMEBOOK USE POLICY & STUDENT RESPONSIBLE USE CONTRACT

RCCS is providing each student in grades 9-12 with a Chromebook to advance the opportunity to learn in a 21st century context. As part of this program, students are expected to maintain a level of responsible use with the device that supports the mission and purpose of the program. The following is a list of expected responsible behaviors for students to obey when using their device.

RESPONSIBLE USE EXPECTATIONS:

- All aspects of our schools' Acceptable Use Policy apply when using devices (see Family Handbook).
 - The devices are an educational tool and should be used in that capacity. No unauthorized videos are permitted.
 - Once issued, students are responsible for taking excellent care and caution in the protection and use of the devices.
 - If a device malfunctions or is in need of repair, students will not attempt repair, but will turn it in to the school office.
 - The devices are property of RCCS, and as such, all content will be monitored. Students have no expectation of privacy and can expect teachers and administrators to conduct checks of internet history, documents, etc. (student password required).
 - Students will be allowed to use ONLY the device assigned to them.
 - The Chromebook is intended for use at school each and every day. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
 - All students are required to take their Chromebook home each night throughout the school year for charging or left in a secure charging station at the school. Chromebooks must be brought to school each day in a fully charged condition.
 - Students are encouraged to use their Chromebook at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet.
 - Conduct yourself in a socially acceptable and positive manner at all times when using the device, the network and the internet.
 - Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.
 - Students will be trained on proper file management procedures.
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GENERAL USE PRACTICES:

- Do not eat or drink near the device.
- Do not place items on the Chromebook keyboard.
- Do not mark or place stickers on the device.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- 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 Chromebook. Always bring your Chromebook to room temperature prior to turning it on.
- Students are prohibited from attempting to bypass the school filter.
- Students may not remove or interfere with the serial number and other identification.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school. *Removing the battery will NOT disconnect the Chromebook from the school's operating system since they are recognized by the internal serial number which does not change once the battery is removed. **DO NOT REMOVE SCREWS OR OPEN YOUR CHROMEBOOK.**

- Students are responsible for the web apps and extensions they install on their Chromebook. Inappropriate material will result in disciplinary action.
- Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular buses, in a car, or any other entity that is not securely locked or in which there is not supervision. If the Chromebook is stolen, a police report must be filed by the student or student's parents/guardians by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
- Chromebooks are assigned to a single individual and are not to be shared.
- At the end of the school year, students will turn in their Chromebook and cases. Failure to turn in a Chromebook will result in the student being charged the full replacement cost.

Replacement Policy:

The use of a RCCS Chromebook is a privilege, not a right. As such, RCCS reserves the right to discipline, assess fees, and/or revoke access to the device as deemed necessary for any action in violation of this responsible use contract or violation of the schools Acceptable Use Policy. If a device is lost or damaged to the point it cannot be reused or repaired, the student will be responsible for the full replacement cost. Please note: devices will not be repaired or replaced until payment has been received.

Replacement/Repair Fines:

Chromebook \$250

Charger cable \$20

Chromebook Screen \$65

Hinge repair \$45

Opened Chromebook by removing screws and casing: \$50

Case \$20

Student

I have read and agree to the RCCS Responsible Use Contract. I understand my responsibilities as a student.

Print Name: _____ Signature: _____ Date: _____

Parent

I have read and agree to the RCCS Responsible Use Contract. I understand my student will be held to the expectations listed above. I understand if there is negligent or intentional damage, I will be held responsible for the total cost of repair or replacement.

Print Name: _____ Signature: _____ Date: _____