



Chromebook Use Policies and Procedures For Secondary Students

In order to create a collaborative learning environment for our students, the Newman-Crows Landing Unified School District is providing every student with a Chromebook to use in the classrooms. This environment will allow teachers to implement transformative uses of technology in order to increase student engagement with content. The use of technology in the classroom will transform students into life-long learners and into producers of information.

The Chromebook device is property of NCLUSD. Students will use technology for educational activities. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google Workspace for Education and other web-based tools and websites. The device is an educational tool which should not be used for gaming or social networking.

A Chromebook will be issued to each student when the parent has given permission by agreeing to the terms and conditions set forth in NCLUSD Technology Acceptable Use Policy and Google Workspace for Education Agreements on Infosnap during registration for the new school year. In addition, parents must also submit the Device Accidental Damage Warranty form, whether they are purchasing coverage or not.

Student Use and Care of the Chromebook

Students are responsible for the general care of the Chromebook issued to them. The student should only use the Chromebook issued to them. The Chromebook is subject to inspection at any time without notice to insure both Chromebook and charger are in good working condition.

Chromebooks that are damaged or fail to work properly will be taken care of by following established procedures for insurance or warranty policies. The student will be issued a replacement Chromebook until his/her Chromebook repair is completed. During this time, the replacement Chromebook is not covered by the insurance policy. The student (and parent) is responsible for the depreciated cost if the loaned device is damaged. Students are responsible for all damage or loss caused by intentional neglect or abuse.

Accidental insurance will cover two claims during the school year at no cost. Any additional claims are not covered and the parent will be responsible for the cost of repair or replacement of the Chromebook. If a student loses the charger provided, the parent will be responsible for the replacement cost of \$20.

General Care Guidelines:

1. Handle your Chromebook with care and keep it in a safe place.
 - a. Do not expose Chromebook to extreme temperatures.
 - b. Do not place anything heavy on your Chromebook.
 - c. When not in use, keep your Chromebook in your backpack.
 - d. Do not leave your Chromebook unattended in an unsecure or unsupervised location.
 - e. Chromebook must always be kept in the protective case provided by the district.
2. Keep food and liquids away from your Chromebook.
3. Chromebooks must always have all district-assigned tags on the case. Tags must not be removed or altered in any way. Do not add any other stickers or tags.
4. Never disassemble any of part of the Chromebook or attempt any repairs.
5. If necessary, transport Chromebooks with care when moving around. Chromebook lids should always be closed and tightly secured when moving.
6. Never lift a Chromebook by lifting from the screen. Always support from its bottom.
7. Do not poke or scratch the screen with anything that will damage the screen surface.
8. Do not place anything on the keyboard before closing the lid.
9. If necessary, dust the screen only with a soft, dry microfiber cloth or anti-static cloth. Do not use any cleaning solvents.
10. Always bring your Chromebook fully charged to school.

Network Access and Password

1. A Google account and password will be issued to each student for Chromebook log in access.
2. Take care to protect your password. Do not share your password with anyone.
3. If the account has been compromised, a student can request to have their password reset. Please contact the Library Media Tech to reset the password.
4. Any use of inappropriate media on the Chromebooks will follow with disciplinary actions as outlined in the Student Conduct Code.
5. Students should always log out of their account when Chromebook is not in use.

Web Filtering & Monitoring

All Chromebook web use is filtered through Securly in and out of the district network. Chromebook activity may also be monitored by teachers or administrators through Securly Classroom. Administrators and parents will have access to all content accessed on the Chromebooks.

Use of Audio/Video

Students must not listen to audio or watch video unless permission is obtained from the teacher for instructional purposes.

Reporting

Students should immediately report any misuse of technology to a teacher or administrator. Immediately report all Chromebook damages to your Library Media Clerk.

Newman-Crows Landing Unified School District

Chromebook Use Policies and Procedures Agreement

Student Agreement

I have read, understand and agree to abide by NCLUSD Policies and Procedures. Should I commit a violation or in any way misuse or vandalize my Chromebook, I understand and agree that my access privilege may be limited and school disciplinary action may be taken against me. I understand that I am to treat this Chromebook as any other district owned piece of equipment. I will not alter any Chromebook in a manner that is not aligned with the district policies and procedures. In addition to these policies and procedures, I will comply to the NCLUSD Acceptable Use Agreement as outlined in the Student Conduct Code. I agree to return the Chromebook, power cord/charger in good working condition at the end of the school year.

Parent Agreement

As the parent or legal guardian of the above minor, I have read, understand and agree that my child or ward shall comply with the terms of the NCLUSD Chromebook Policies and Procedures. I understand that the Chromebooks are a privilege and can be revoked if misused. I agree to pay the full replacement cost of my Chromebook and power cord/charger, in the event that any of these items are lost or intentionally damaged by misuse or vandalism. I am signing this policy and agree to indemnify and hold harmless the School, and NCLUSD that provides the Chromebook to my child or ward, against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of the Chromebook or violation of the foregoing policies and procedures. I hereby give permission for my child or ward to use a Chromebook authorized by NCLUSD and agree to the above terms and Policies and Procedures.

Student Name: _____ Grade: _____
(Please print)

School: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____