

# **Lake Chelan School District**

## **Public Schools Chromebook (CB) Procedure**

### **Receiving Your CB**

All CBs will be distributed during an initial orientation period. Students and their parent(s) must sign and return the LCSD Acceptable Use Policy consent form before the CB can be issued.

### **CB Care**

Students are responsible for the general care of the CB they have been issued. CBs that are broken or fail to work properly must be taken to a technology teacher/director for evaluation of the device,

### **General Precautions**

- The CB is school property and all users will follow this policy and the LCSD Acceptable Use Policy for Technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the CB to prevent damage
- CBs must remain free of any writing, drawing, stickers, or labels that are not the property of the LCSD. Personalization of the CB will not be allowed.
- CBs must never be left in an unlocked locker or any unsupervised area.
- Students are responsible, if taking the device home, for keeping their CB;'s battery charged for school each day.

### **Carrying CBs**

The protective cases provided with the CBs have sufficient padding to protect the CB from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- CBs should always be within the protective cases when carried
- Objects should not be placed between the case and the CB screen

### **Screen Care**

The CB screens should not be treated with rough treatment that includes:

- Leaning on the top of the CB
- Placing anything near the CB that could put pressure on the screen
- Placing anything in the carrying case that will press against the cover.
- Bumping the CB against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

### **Using the CB in Class**

CBs are intended for use at school each day. In addition to teacher expectations for CB use, school messages, announcements, calendars and schedules may be accessed using the CB. Students must be responsible to bring their CB to all classes or the library, unless specifically instructed not to do so by their teacher.

### **CB undergoing Repair**

Loaner CBs may be issued to students when they leave their CB for repair at the school. There may be a delay in getting a CB should the school not have enough to loan.

### **Charging the CB Battery**

CBs must be ready to use each day in a fully charged condition. Students need to make sure their CBs are in the charger each evening. In cases where use of the CB has caused batteries to become discharged, students may be able to connect their CBs to a power outlet in class.

### **Sound, Music, Games, or Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Student headphones may be used with the CB in the classroom. The school is not responsible for lost, damaged or stolen headphones. Music is not allowed on the CB but may be used at the discretion of the teacher. Internet games are not allowed on the CB. If game apps are installed, they will be authorized by LCSD staff. All software/apps, must be district provided. Data storage and email will be provided through the cloud.

### **Managing your files and saving your work**

It is recommended students use their cloud based storage account to save their work. Storage space will be available on the CB, but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to re-imaging.

### **Software on CBs**

The software/Apps originally installed by the LCSD must remain on the CB in usable condition and be easily accessible at all times. The school may add software applications as deemed necessary. All student CBs are subject to inspection at any given time to check or alter the software status of the device. Students are not allowed to load extra software/apps on their CBs without permission.

### **Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children should follow on the use of the Internet just you do on the use of all media information sources such as television, telephones, movies, and radio.

### **School Responsibilities are to:**

- Provide Internet and internal electronic communication access to its students
- Provide Internet blocking of inappropriate materials as able
- Provide technical support as needed

### **Student Responsibilities are to:**

- Use the computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to CB/computer use.

- Use all technology resources in an appropriate manner so as to not damage school equipment.

This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via LCSD’s designated Internet System is at your own risk. LCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Helping the LCSD protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their CB after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she will be asked to turn it in to school personnel.
- Returning their CB to their teacher when requested.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in the LCSD for any other reason must make sure their individual school CB is returned on the date of termination.

### **CB Damage**

Students are responsible for any and all damage and loss/theft. CBs that are stolen must be reported immediately to the school and can be reported to local police.