



## Student Expectations For Chromebooks

- Keep chromebook in carrying case at all times when not in use.
- Take chromebook home with you every night.
- Keep chromebook charged (charge at night at home).
- Bring chromebook with you every day to school.
- Let your teacher and/or Mr. Waddell know if there are any issues with your chromebook (broken, lost, etc.)

## Student Procedures and Consequences For Missing Expectations

### *If you forget your chromebook at home:*

#### Procedures

1. If someone is home who can bring you your chromebook, check in with the office and call home. (skip remaining steps).
2. If no one is home who can bring you your chromebook, check in with Mr. Waddell in Room 215.
3. You will be given a loaner device to use for the day. Do not take this loaner device home.
4. Turn in loaner device at the end of the school day (if you can't find Mr. Waddell, turn into the school office).

\*Please note: due to COVID-19, no loaners will be given out or available during the 2020-2021 School Year.

### *If you forget to charge your chromebook and it is dead or dies during the school day:*

#### Procedures

1. Check in with Mr. Waddell in Room 215.
2. You will be given a loaner device to use for the day. Do not take this loaner device home. We do not loan out chargers.
3. Turn in loaner device at the end of the school day (if you can't find Mr. Waddell, turn into the school office).

\*Please note: due to COVID-19, no loaners will be given out or available during the 2020-2021 School Year.

#### Consequences (For Both Above)

- First Offense: no action taken.
- Second Offense: Mr. Waddell will remind about expectations.
- Third Offense: student will speak with principal about ability to follow expectations and will serve detention.
- Fourth Offense (onward): student will be given appropriate disciplinary measures per principal.

***If your chromebook is damaged in any way:***

Procedures

1. Bring your damaged chromebook to Mr. Waddell in Room 215.
2. Check in with Mr. Waddell **each day** to check out a loaner device. Do not take this loaner device home.
3. Mr. Waddell will assess the damages and communicate any costs associated with repair or replacement.
4. The technology department will repair or replace your chromebook.
5. You will need to pay for the repair or replacement before your chromebook will be returned.
6. Loaner devices are not to be taken home. If you have homework, you will need to make arrangements with your teachers.

\*Please note: due to COVID-19, no loaners will be given out or available during the 2020-2021 School Year.

Consequences (Failure To Pay Fees)

- Fees will be assessed in TeacherEasel and added to your account.
- If you have not paid to repair or replace your chromebook within three weeks, your parent or guardian will be contacted informing them this fee must be paid.
- If the fee has not been paid after a month, further disciplinary action will be taken by administration.

Consequences (Taking Loaner Home)

- First Offense: warning.
- Second Offense: detention.
- Third Offense: student will speak with principal about ability to follow expectations and will serve detention.
- Fourth Offense (onward): student will be given appropriate disciplinary measures per principal.

**If you have any questions about the above expectations, procedures, and/or consequences, please speak with Mr. Waddell or Mr. Almasi.**