

Savannah Middle School Student Chromebook Expectations

Students at SMS are expected to:

1. Bring Chromebook to every class, every day in the school-issued case.
2. Keep name card in slot at all times.
3. Have Chromebooks fully charged when you come to school.
4. Bring the charger with you each day.
5. Follow each teacher's rules regarding Chromebooks.
6. Be aware that your Chromebook can be inspected at any time, including browser history.
7. Immediately report a damaged, lost or stolen Chromebook to the library.
8. Never transmit inappropriate materials, pictures, videos, messages or emails.
9. Protect your passwords and never share them with anyone.
10. **NEVER close your Chromebook with Earbuds in it.** The screen will break.

Make sure you always:

1. Keep your Chromebook free of writing, marks and stickers.
2. Keep your case free of papers; **it is NOT a folder.**
3. Keep your Chromebook with you or in a secure location at all times. Do not leave your Chromebook in a car or unattended.
4. Keep your Chromebook free of apps, wallpaper, photos, videos or music that are not school appropriate.
5. Only visit school appropriate/approved sites. Do not attempt to go around the Savannah R3 filtering system. Do not use any hacking software.

Lost or Damaged Chargers

Chargers are **not available** to borrow or use. If you have lost or damaged your charger you will need to:

1. Fill out Charger replacement form in the library
2. Pay \$25 (Make checks payable to Savannah Middle School)
Once the fee is paid, the order will be submitted. A new charger will be given to the student as soon as it arrives at SMS.(This could be 2-3 days).

Potential consequences for violating the above expectations:

Lose Chromebook for a class period
Lose privilege to take Chromebook home
Lose privilege to have an individual Chromebook
Lose privilege of checking out Chromebooks from the library
Discipline such as detention, ISS or OSS

If you forget your CB you may check one out from the library for the day.

Chromebook check-out procedures

1. Fill out the check-out form with your name and Chromebook number.
2. Mark if this is 1st/2nd time of the quarter. **This must be verified with Library staff.**
3. Turn in the Chromebook at the end of the day and mark returned on check-out form. **Verify this with Library staff.**

Failure to return CB at the end of the day will result in the following:

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| 1st offense: | Lunch detention |
| 2nd offense: | Lunch detention |
| 3rd offense: | 1 hour detention after school |
| 4th/next offenses: | 2 hour detention after school |

Students will be allowed 2 checkouts per quarter. If you need one after you have used your 2 check-outs it will result in the following:

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|--------------------------------|--|
| 3rd check-out in same quarter: | Lunch detention |
| 4th check-out in same quarter: | 1 hour detention |
| 5th/next in same quarter: | 1 hour detention and CB stays in school for the remainder of the quarter |

Cost of lost or stolen Chromebook and accessories:

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|------------|-------|
| Chromebook | \$250 |
| Charger | \$25 |
| Case | \$25 |

Separate and Return this page to Savannah Middle School

I have read and understand the expectations and rules regarding the use of Chromebooks. I agree to follow the rules and expectations.

Student Name _____ Grade _____

Student Signature _____ Date _____

I have read and discussed the above rules and expectations with my student regarding the use of Chromebooks. I understand the consequences if my student violates any of the rules and/or privileges regarding Chromebook usage.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____