



Millswood Middle School  
1:1 Home to School Connection Initiative

❖ **General Information**

- Chromebooks are intended for use at school each day.
- Students will be responsible for any damage to the Chromebook and must return the items in good working condition.
- As with textbooks and other district issued equipment, the parent/guardian is responsible for the cost of repair or replacement if the device is not returned, intentionally damaged, lost because of negligence, or stolen.
- Students may obtain insurance coverage (Chromebook Care Plan) until the end of the 3<sup>rd</sup> week of school. After 3 weeks, devices will require inspection before buying insurance.
- The cost of the coverage is \$25 per school year. Policies purchased mid-year will not be prorated. There are no refunds.

❖ **Student & Parent/Guardian Responsibilities**

- Keep your device in the protective case at all times.
- Leave asset tags displayed; do not tamper with or remove.
- Leave vents uncovered.
- Report any damage to the device as soon as possible. Restart devices daily to ensure they receive important updates from Google.
- Completely shut down the device before traveling.
- Students should save their work to their Google Drive account.
- Charge the device fully each night.
- Shutdown the Chromebook when not in use. Closing the lid does not turn off the Chromebook and will cause the battery to drain faster.
- Store the device on a desk or table – never on the floor or top of cloth items, such as pillows, couch or bedspread!
- Leave the power adapter at home.
- Students are expected to use district technology safely, respectfully and responsibly for educational purposes. Students are to adhere to the Acceptable Use Agreement form (LUSD Exhibit 6163.4)