



*Douglas County School District*  
**Chromebook Care & Usage Policy**



## Empowering our Students

Douglas County School District (DCSD) is committed to providing students and teachers with access and opportunities to a variety of learning tools and applications. It is our goal to provide our staff and students with digital components and hardware that meets the needs of the 21st century learner. These skills help our students develop a desire for lifelong learning, constant inquiry and exploration, and responsible citizenship. DCSD is working to create a learning environment based on seamless inclusion of technology in classroom instruction and school management. Technology is no longer an add-on component or an elective; rather, it is a literacy that is threaded through the fabric of our schools. The goal, therefore, is to use technology to facilitate and create instructional delivery and learning models within our classrooms that permit students to produce content, rather than solely passively consume content.

Your role as a parent will be important as you encourage your student to effectively and appropriately use the tools that we provide them. In the documents that follow, you will find many of our guidelines and practices that will help provide guidance as we move forward.

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## RECEIVING YOUR DEVICE & DEVICE CHECK-IN

### 1.1 Receiving Your Device

Devices and device chargers will be distributed this fall. Parents & students must sign and return the Acceptable Use Policy and the Student Pledge for Empowered Use documents before the device can be issued to their child.

### 1.2 Device Check-In

Devices and device chargers will be returned during the final weeks of school. If a student transfers out of DCSD during the school year, the device will be returned at that time.

### 1.3 Check-In Fines

Individual school devices and device chargers must be returned during specified check-in times at the end of the school year. Students who transfer to alternative school, withdraw, are suspended or expelled, or terminate enrollment at DCSD for any other reason must return their individual school device on the date of termination. If a student/parent guardian fails to return the device at the end of the school year or upon termination of enrollment, that student/parent guardian will remain liable for the cost of the device similar to a band instrument, books, or other items loaned by the school. Furthermore, the student/parent guardian will be responsible for any damage to the device and must return the device and device charger in satisfactory condition. The student/parent guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.



## TAKING CARE OF YOUR DEVICE

*Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated spot at each school site for an evaluation of the equipment.*

### 2.1 General Precautions

- Only use a clean, dry soft cloth to clean the screen—don't use cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not applied by DCSD. Students may not remove any labels applied by DCSD.
- Students are responsible for keeping their device secured at all times. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment.
- Students are responsible for their devices both in and out of school, including extracurricular events. The costs associated with a lost, stolen or damaged device as stated in this Agreement apply to extracurricular events. It will not be the responsibility of the coach, bus driver, etc. to protect the devices during extracurricular activities.
- Students are responsible for charging their devices at home in preparation for each school day.

## 2.2 Carrying Devices

- Your device should always be in its case (if district provided) and carried securely when it is outside of a school bag. Please be cautious when placing books, folders, pens, pencils and other items near or on your device.
- Avoid placing too much pressure and weight on the screen. We recommend using a bag with several pockets to keep these items separated. Do not stack items on top of your device.

## 2.3 Screen Care

- The device screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything inside your cover that will press against the screen.



## USING YOUR DEVICE

*Devices are intended for use at school each day. In addition to curricular expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device. Students are expected to bring their device to all classes, unless specifically instructed not to do so by their teacher.*

### 3.1 Devices Left at Home

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present.

### 3.2 Device Undergoing Repair

Loaner devices may be issued to students when they leave their devices for repair to the designated spot at each school site.

### 3.3 Charging Your Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening.

### 3.4 Sound, Music, Games, or Programs

Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.

Game play is not allowed during school hours unless specifically connected to classroom curriculum, content and activities.

Apps and digital content to support classroom learning will be provided by DCSD and classroom teachers.

### 3.5 Photos/Video Taken with Device

Students may not take photos or video of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. In addition, photos and video taken with the device may not be used to slander, bully or denigrate any student, staff member, or anyone on or off the campus at any time. Photos and video taken with the device are for educational purposes only.

### 3.6 Home Internet Access

Students are allowed to connect to other wireless networks through their device settings. Go to <http://bit.ly/2aV9ZTx> for more information about setting up an internet connection on a Chromebook.



## MANAGING YOUR FILES & SAVING YOUR WORK

### 4.1 Saving Documents

All documents will be saved using your Google account. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Instruction on these techniques will be provided in classes.

### 4.2 Offline Mode

For those rare times when you aren't connected to the web, there are a variety of tasks you can still do with your Chromebook:

- Write emails. Gmail Offline is built to support offline access, allowing mail to be read, responded to, searched, and archived without network access.
- View appointments. With offline access from the Google Calendar app, you can view a read-only version of your calendar no matter where you are.
- View, create, and edit documents. The Google Drive app allows you to view and edit Google Docs, Slides, Sheets, and Drawings files.
- View and edit photos. Your Chromebook comes with a built-in photo editor, so you can view and edit photos that are saved locally.
- View Microsoft Office and Adobe .pdf files. You can easily use your Chromebook to view Microsoft Office or Adobe files without an Internet connection.
- Take notes. With Google Keep, you'll be able to take and save short notes that will be synced to the cloud the next time you're connected to the Internet.
- Read offline web pages. If you've saved web pages for offline viewing later, these will open seamlessly in Google Chrome on your Chromebook.

For more information about offline mode, go to <http://bit.ly/2dQ51pC>

### 4.3 Network Connectivity

DCSD makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

### 4.4 Student Email

Students are assigned a district-provided email account through the district's Google Apps domain.

#### Google:

The email account that is provided to the student is created through the district's G Suite domain which is separate from Google. This domain is managed by the school district.

#### Archiving:

There is an archive of student emails kept for a designated period of time. If necessary, the district reserves the right to go into the archive to view the messages that the student has sent or received. Inappropriate use of the email system is prohibited.

#### Privacy:

The email system is not to be considered private. Any messages sent or received through the system are available for viewing should they be requested or if there is deemed to be the need to view them due to an investigation by administration.

#### Usage:

Use of the email system for harassment, bullying or any other inappropriate use is not allowed and will result in potential disciplinary actions up to and including loss of privileges and suspension or expulsion.



## PROTECTING & STORING YOUR DEVICE

### 5.1 Device Identification

Student devices will be labeled in the manner specified by the school district. Devices can be identified in the following ways:

Record of serial number  
DCSD barcode

### 5.2 Storing Your Device

- When students are not using their devices, they should be stored securely.
- Nothing should be placed on top of a device when stored in a locker, desk or bag.
- After initial instruction, students are required to take their devices home everyday after school, regardless of whether or not they are needed. Devices are not to be left in school lockers or PE lockers overnight. If devices are left at school, it is the student's responsibility to check them into a secure location designated by their school or teacher.
- Devices should not be stored in a student's family vehicle at school or at home.



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## **DAMAGED, LOST, OR STOLEN DEVICES**

### **6.1 Damaged, Lost or Stolen Devices**

Any incident of breakage, loss or damage needs to be reported to school personnel as soon as discovered or at the start of the school day if incident occurred at home.

Incidents of neglect or irresponsible behavior leading to the damage and/or loss of a device and equipment including cases and power cords/adapters are the responsibility of the parent. All repairs and replacements of devices will be handled by the District and their chosen service provider. At no time should a student or parent attempt repairs on their own, or take the device to a vendor for servicing.