

Chromebook Guidelines

Using your Chromebook at school

- Chromebooks are being assigned to all 9th grade students and are intended for use at school each day.
- Students must be responsible to bring their Chromebooks to all classes.
- Students who leave their Chromebooks at home will need to request the use of a spare in each class.

Charging your Chromebook

- Chromebooks must be brought to school fully charged. A fully charged Chromebook will last 8-10 hours.
- Students should charge their Chromebooks each evening because charging locations within the school are limited.
- If a student does not bring a charged Chromebook to a class, a limited number of spares will be available for use during that class period.

Storing your Chromebook

- Chromebooks should be powered OFF before storing to preserve battery life and internal hardware.
- When students are not using their Chromebooks, they should store them in a secure location.
- Nothing should be placed on top of the Chromebook when stored.
- Chromebooks should **not** be stored in a vehicle at school or at home for security and temperature control measures.

Chargers

- Students are responsible for the Chromebook charger. If the charger is lost, it will be the student's responsibility to pay for a replacement.

Chromebooks needing repair

- It is the responsibility of the student to report technical issues to the librarian.
- Students will return any units that are defective, damaged, or in need of repair to the library. The librarian will check out a loaner for the student to use.
- Loaner units will be older but functional devices.
- The student Chromebook will be given back after repairs and when the loaner has been returned. If the Chromebook cannot be repaired, the student will receive a replacement.

Filtering

- Student Chromebooks are managed and are the property of Greene County Public Schools.
- For security purposes Internet filtering is functioning at school and at home.

Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when the device is being moved.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom.
- Case use is encouraged.

Screen Care

- Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not poke the screen with anything that will mark or scratch the screen surface. Use the stylus or your finger.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti static cloth. Chemical solvents, such as Clorox wipes, can damage the Chromebook screen.

General Precautions

- Food +/- or drink should not be consumed near your Chromebook.
- Cords, cables, and removable storage devices must be inserted or removed carefully to avoid damaging the Chromebook's ports.
- Never transport your Chromebook with the power cord plugged in.

Cyber Citizenship

- **Treat others the way you want to be treated.** Keep your comments positive; be truthful, and polite. Think twice about what you are saying before you post or send. Ask yourself, "Would I say this to someone's face?"
- **Be safe.** Don't share any personal information, passwords, addresses, etc. with someone you don't know.
- **Be aware.** We all need to look out for each other. If you see something that could be dangerous or hurtful, report it to an adult (parent, teacher, counselor, or administrator).
- **Follow copyright laws.** If you didn't create it, you don't own it. Be sure to give credit if you reuse or repost. Ask permission if required.
- **Don't believe everything you read.** Just because it's written online doesn't mean it's true. Fact check.
- **Don't post anything that you don't want to last forever.** Once you post something online, it is out there forever. Just because you delete it, it does not mean it is deleted from cyberspace.
- **Suspicious Email.** If you receive an email from an unknown sender, do not open just delete. Never click on a link if the email appears fishy.