DANVILLE AREA SCHOOL DISTRICT
CONNECTING WITH CHROMEBOOKS
PROCEDURES AND GUIDELINES FOR STUDENTS AND PARENTS

Receiving Your Chromebook

1. Parent/Guardian Orientation

   All parents/guardians of DMS students are required to sign the *DASD Technology Device Protection Plan/Agreement Waiver* form, the *Acceptable Use Guidelines*, and the *Connecting with Chromebooks Procedures and Guidelines Agreement Form* before a Chromebook can be assigned to their student.

2. All DMS Students

   All students who have submitted a signed *DASD Technology Device Protection Plan/ Agreement Waiver* form, the *Acceptable Use Guidelines*, and the *Connecting with Chromebooks Procedures and Guidelines Agreement Form* will be assigned a Chromebook to use all year long. Students will be responsible for keeping their Chromebook charged.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook assigned to them. Chromebooks that are broken or fail to work properly must be taken to the library so that any issues can be addressed properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

1. General Precautions
   - Food or drink should not be next to Chromebooks
   - Cords, cables, and removable storage devices must be inserted carefully into Chromebooks
   - Chromebooks should not be used or stored near pets
   - Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard
   - Chromebooks must remain free of any writing, drawing, stickers, labels, etc.
   - Heavy objects should never be placed on top of Chromebooks
2. Cases
   - DASD-issued cases must remain on the Chromebook at all times
   - Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage

- It remains the student's responsibility to care for and protect his/her device
- A student may be charged up to the full replacement cost of the Chromebook for tampering with the case

3. Carrying
    - Always transport Chromebooks with care and in DASD-issued protective cases (Failure to do so may void the Protection Plan Agreement)
    - Never lift Chromebooks by the screen
    - Never carry Chromebooks with the screen open
4. Screen Care

    The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
    - Do not put pressure on the top of a Chromebook when it is closed
    - Do not store a Chromebook with the screen open
    - Do not place anything in the protective case that will press against the cover
    - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks)
    - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
5. Asset Tags
    - All Chromebooks will be labeled with a District asset tag
    - Asset tags may not be modified or tampered with in any way
    - Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag

Using Your Chromebook at School

Students are expected to bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

1. Repairs
    - Loaner computers may be issued to students when they leave their school-issued Chromebook for repair in the library

- A student borrowing a loaner computer will be responsible for any damage to or loss of the loaned device
- Computers on loan to students having their devices repaired may not be taken home. The computer must be returned to a designated staff member in the library at the end of the day
- Students will be notified when their devices are repaired and available to be picked up

2. Charging
    - Chromebooks must be charged at home to ensure that it is fully charged for the next school day

Using Your Chromebook Outside of School

Students have the privilege of taking their Chromebooks home nightly. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Danville Area School District *Acceptable Use Policy,* administrative procedures, and all other guidelines in this document wherever and whenever they use their Chromebooks. Since the student is responsible for whatever the Chromebook is used for, it is advisable to not let anyone else use your Chromebook.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks being used at school will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Internet activity outside of the district will be recorded. It is the responsibility of the parent/guardian to monitor their child's use of the Chromebook at home.

Repairing/Replacing Your Chromebook

1. Repair Drop-off
    - All Chromebooks in need of repair must be taken to the library during the day with teacher permission only
    - A staff member will analyze and repair the machine
    - If machine or parts are damaged from misuse, the student will be held responsible for replacement or repair costs as outlined in the *DASD Technology Device Protection Plan/Agreement Waiver* form.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

1. Monitoring Software
    - Teachers, school administrators, and the technology department staff will monitor activity on student Chromebooks.

Appropriate Uses

Refer to the district's *Acceptable Use Policy* for detailed guidelines regarding the acceptable use of technology and the Internet.