

## **Chromebook Policies and Procedures**

Castle Rock Middle School is proud to offer our students Chromebook devices for use at school. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all 6-8 grade students, has been designed to enhance delivery and assist with student learning.

For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to access the Chromebook during the school year once the student and parent have signed the Chromebook Loan Agreement Form.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in an unsafe place.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only educationally and socially appropriate materials and websites.
- Students are to use the Chromebook in accordance with all Billings Public Schools technology use policies including all stipulations found on the Chromebook Loan Agreement Form.
- Chromebooks are property of Billings Public Schools and must be returned at the end of the school year, upon withdrawal from Castle Rock Middle School, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebooks are property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

## **Receiving Your Chromebook**

- Chromebooks will be assigned during our "Chromebook Orientation."
- The student and teacher will review the Chromebook and note any damage to the issued Chromebook before issuing the Chromebook to the student.
- Before being assigned a Chromebook, students and parents must sign and return the Chromebook Loan Agreement/Acceptable Use Form
  - 1. Chromebook Loan Agreement/Acceptable Use Form
  - This equipment is, and at all times, remains the property of Billings Public Schools of Billings, Montana and is here with lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way; for example, placing personal stickers on the Chromebook or removing BPS asset tags from the Chromebooks. Inappropriate use of the Chromebook may result in the Student/Borrower losing his/her right to use this Chromebook. The equipment will be returned to the school when requested by Billings Public Schools, or sooner, if the Student/Borrower withdraws from Billings Public Schools prior to the end of the school year.

## **Chromebook Repairs**

*(these are typical cost of common repairs, these are subject to current cost to the school for repairs)*

- Lost/Stolen/Destroyed-\$256.00
- Screen Repair-\$63.00
- Charging Cable-\$30.00
- Keyboard Replacement-\$80.00
- Missing Keys-\$5.00 per key
- Missing Asset Tag-\$5.00

### **Using Your Chromebook At School**

- Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all classes each day, unless specifically told not to do so by a teacher or administrator. Repeat violations will result in disciplinary action.
- Charging Your Devices Battery Chromebooks must be brought to class each day fully charged. Chromebooks have battery life of up to 10 hours, so charging should not be needed throughout the school day. Charge stations will be available in the ISS room in the mornings and during lunch for those who need to charge. Only charge your Chromebook with the charger you are given at checkout or a school provided charger.
- Devices Undergoing Repair Damage to devices MUST be reported to appropriate staff as soon as possible. Loaner devices may be issued (subject to the same lost/stolen/damaged responsibilities) when their device is being repaired. A loaner device can only be checked out through the main office. The use of a loaner device may be denied based upon the circumstances of the need.
- If a chromebook is left home or not charged for class, students may check out a loaner device from the main office. The use of a loaner device must be returned at the end of the school day.
- Students may not use their own personal device as a substitute for a school issued device.

### **Student Responsibilities**

Your Chromebook is an important learning tool and is for educational purposes only. In order to access your Chromebook each day, you must be willing to accept the following responsibilities:

- When using the Chromebook, I will follow the policies and student handbook of the Billings Public Schools and abide by all local, state, and federal laws.
  - I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
  - My Chromebook is my responsibility and I will properly care for it at all times.
  - I will not load inappropriate material on the Chromebook.
  - I will honor my family values when using the Chromebook.
  - I will not give personal information when using the Chromebook.
  - I will bring the Chromebook to class every day with the battery fully charged.
  - I agree email (school), or any other Chromebook communication should be used only for appropriate, legitimate, and responsible communication.
    - I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
    - I will clean my Chromebook using only the appropriate cleaning solution suggested by the school tech department.
    - I will return the Chromebook when requested and upon my withdrawal from Castle Rock Middle School.
    - I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Castle Rock Middle School Student/Parent Handbook.

Billings Public Schools is NOT RESPONSIBLE, NOR LIABLE for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network, inappropriate use of unauthorized or authorized use of the network. The student and the student's parents/guardians, by submitting to the Acceptable Use Policy through your signature, agree to waive Billings Public Schools from any liability for physical or emotional harm or damage to a student that is caused by or related to the inappropriate use of technology. By signing this form, you are agreeing to this Chromebook Loan Agreement and Acceptable Use Form.

Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Print Name \_\_\_\_\_