



## **Chromebook Policies, Procedures, and General Care Information**

- Freshmen and new students will be issued a Chromebook and a charging cable at the beginning of the school year.
- Students will keep the Chromebook issued to them over the summer and will use the same device each year.
- Students are responsible for the protection and general upkeep of the Chromebook and chargers and will be held financially accountable for loss or damage.
- Each device has a Columbia Falls Public Schools identification tag/sticker associated with each student's account which should not be removed or altered in any way.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Chromebooks should not be left in cars overnight, as extreme cold and heat damage the battery.
- Students should not stack heavy objects on Chromebooks and take care when placing devices in backpacks, as excessive pressure can break the fragile screens. Chromebooks should not be lifted by the screen.
- Chromebooks and chargers should be brought to school each day, and batteries must be fully charged before the start of each school day. Allowing batteries to drain to 0% shortens battery life.
- Students will abide by the SD6 Acceptable Use Policy, and will not attempt to hack or bypass any district device policies.
- If a Chromebook is not working, students will take the device to the library and a new device will be checked out for them. Students will be subject to fines if the devices were damaged in their care.
- Students will not be permitted to check out more than one Chromebook and/or charger at a time.
- Disabled devices should be returned to the high school library.

**Lost/damaged charger: \$50**

**Broken screen: \$30**

**Lost/damaged device: \$250**

***\*fines are subject to change***