



Chromebook Policies, Procedures, and General Care Information

- Students will be issued a district-owned Chromebook and charging cord at the beginning of the school 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.
 - **Lost/damaged charger: \$50**
 - **Broken screen: \$30**
 - **Lost/damaged device: \$200**

**fines are subject to change*

- 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, wild grizzlies, 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. Freshmen will receive a loaner device until their device has been fixed.
- 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.

Seniors:

You will be using the 3180s this year. They have the round cord. You will be able to take it with you when you graduate, but if you lose it, the replacement cost is still \$200. If you have a problem with the device, take it to the library and you will be checked out a different 3180. If the damage was incurred by you or while the device was in your care, you will be held financially responsible.

Juniors and Sophomores:

You will be using 3100s this year. They have the flat cord. If you lose it, the replacement cost is \$200. If you have a problem with the device, take it to the library and you will be checked out a different 3100. If the damage was incurred by you or while the device was in your care, you will be held financially responsible.

Freshman:

You will be issued a 3110 with a flat cord. This is your device for 4 years, so take good care of it. If you lose it, the replacement cost is \$200, and you will be issued an older device to replace it. If you have a problem with the device, take it to the library and you will be checked out a loaner device until yours is fixed. If the damage was incurred by you or while the device was in your care, you will be held financially responsible.

All students:

If you do not receive a Chromebook and cord in Advisement, it is likely because you either didn't turn one in last year, you used your own device, or you are a new enrollee. Please go to the library to check out a device or reconcile any fines.

If you still have a Chromebook and/or cord from last year, please return them to the library. You will then be able to check out a new one.

If you have any questions about your device, or about missing items, please ask in the library for clarification.

It is recommended that you use painter's tape to keep your cord and device labeled. All teachers should have tape available for this purpose.