

## **Stephens County Chromebook User Agreement**

For the 2024-2025 school year, Stephens County Schools will loan Chromebooks to students in grades 1-12 (1st through 8th graders will keep their device at school unless other arrangements have been made). Students will be assigned a single device and charger. The Chromebook is then theirs to use for the remainder of the 2024-2025 school year. It is important to remember that access is a privilege, not a right. Loaning of a device does not include or imply any kind of bundled hotspot or Internet access.

Stephens County utilizes content filtering on all devices; however, parents should be aware that content filters are not 100% effective. Even with the content filter, when using school-issued devices at home, parents are responsible for providing a safe environment for their students when using the Chromebook. Students should be supervised at all times, and should not reveal personal information such as names, home address, telephone, or other private information. Parents are encouraged to have students show them the work they are doing on the device, as well as communications from teachers and other students.

### **Students are expected to:**

- Follow their teacher's directions on when to use their Chromebook during class. Chromebooks may not be used for the full class period, and may not be in use every day.
- Keep the sound muted at all times during the school day unless directed otherwise
- Follow the Stephens County School System's Internet Acceptable Use policy
- Utilize the device for education-related purposes only
- Report any damage, loss, or stolen devices immediately to their teacher

### **Students will not:**

- Loan or allow other students to use their assigned device
- Customize or alter their assigned device in any way, including: marking or writing on the case, engraving, stickers, etc.
- Attempt to disassemble or repair the device in any way. All repairs will be handled by the Stephens County Technology department.
- Use their device to threaten, harass, bully, or intimidate any other student
- Attempt to circumvent or disable the content filter
- Install any additional software other than what was originally provided when the device was assigned.
- Remove, modify, or destroy identification labels

### **Disciplinary Actions:**

The Chromebooks are property of the Stephens County School System and will be monitored through district level management software. Stephens County has the right to randomly inspect any device, application, or peripheral device on a regular basis and without prior notice. This includes, but is not limited to: browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them. Students should have NO expectations of confidentiality or privacy with respect to any usage of the Chromebook or their Stephens County Google account.

Students may also face disciplinary actions for any of the following:

- Leaving the device unsupervised
- Repeated damage to the Chromebook
- Repeated misuse of the Chromebook that, over time, causes damage

When devices are carried home:

- Failure to bring their Chromebook to school
- Failure to have the Chromebook charged and ready for class
- Failure to return a loaned device

### **Returning Chromebooks:**

All loaned devices remain the property of Stephens County School System and must be returned in original condition at the end of the school year. If a student leaves the district, is unenrolled, or is expelled, the device must be returned to the school before leaving. Failure to return devices may result in a police report being filed in addition to the cost of replacing the device.

### **Wifi options in Stephens County:**

Chromebooks rely primarily on the Internet to be able to access and store files and documents. If you do not have access to Wifi at home, there are several businesses and locations across Stephens county that provide free public Wifi access:

- Toccoa Elementary (304 North Pond Street, Toccoa, GA)
- Stephens County High School (323 Indian Trail, Toccoa, GA)
- The former Eastanollee Elementary (50 Eastanollee Livestock Rd., Eastanollee, GA)

Additionally, the Stephens County public library also offers public Wifi. Google has also created an offline sync option in Chrome that allows students to work on documents without using the Internet. Students can do their work without using Wifi, and the documents will then sync back to their account once a Wifi connection is reestablished. You may refer to this article on how to use the Google Docs Offline extension: [Google Docs Offline](#)

### **General Use and Care of Assigned Devices**

- Students are responsible for keeping the device with them or keeping it in a secure location during the school day. Unattended devices will be collected and delivered to the school's administration.
- Never walk with the Chromebook screen/lid open, and never attempt to use the Chromebook while walking. Only use the Chromebook when it is on a flat and stable surface.
- Do not eat or drink around the device.
- Do not subject the Chromebook to extreme hot or cold. Never leave a Chromebook in a vehicle even if the vehicle is locked.
- Clean the Chromebook only with a soft dry or damp cloth. Never use sprays that contain ammonia to clean the device.
- Consequences of not complying with the general care guidelines may result in loss of privileges as determined by an administrator.

If a student's Chromebook is damaged, lost, or stolen, parents are responsible for the cost of repair or replacement of the device.

### **Repair costs:**

Replace power adapter: \$30

Replace screen: \$50

Replace keyboard: \$50

Motherboard or other damage will necessitate replacing the device.

### **Device replacement costs:**

Replacement costs are based on the date the district purchased the Chromebook.

2023-2024: \$258.00

2022-2023: \$175.00

2020-2021: \$125.00

2019: \$100.00

2018: \$50.00