"We believe staff and students need to be proficient and safe users of information, media and technology to succeed in a digital world."
Board Policy 2022BP/P & 2023BP

Repair costs are for parts; no labor charges are assessed. Costs are provided below and include WA sales tax. Chromebook fines will appear in your Skyward Family Access account.

Damage	Cost
Battery	$50
Screen	$63
Bezel (screen frame only)	$21
Keyboard (only)	$20
Touchpad (only)	$23
Speaker	$12
Hot Spot Cord	$30
Vandalism	$25/$50

Replacement item	Replacement Cost
Chromebook Replacement	$240
Chromebook Power Cord	$40
Hot Spot Replacement	$100

What happens if my Chromebook needs to be repaired?
A limited number of loaner Chromebooks are available at each school. If your Chromebook needs to be repaired, go to the library, and notify the Media Tech. A loaner Chromebook will be checked out to you (if available) while your Chromebook is being repaired. Once your Chromebook has been repaired you will return the loaned Chromebook to the library and receive your repaired Chromebook. All checkout and loan requests will be done through your schools' library.

Will I keep the same Chromebook every year?
You will keep the same OMS Chromebook while attending the middle school. When moving to OHS you will be assigned and use the same OHS Chromebook.

Orting students are provided with a Chromebook to access online educational materials and help them to become 21st century learners and succeed in a digital world. This document outlines the device responsibilities and maintenance for students to use the device appropriately.

Student Responsibilities
Follow the Acceptable Use Procedures for Electronic Resources
These rules apply at all times, for all Orting electronic devices whether on or off the school campus. All use of OSD network, whether on a district or personal device, must support education and be consistent with the mission of the school district. Remember these important guidelines.

✔ Do…

- ✔ Keep login and password private.
- ✔ Explore online resources and tools to help you with your schoolwork.
- ✔ Participate in online communities that support education and research.
- ✔ Keep personal information private online, including your full name, home address, and phone numbers.
- ✔ Keep other individuals' personal information private – including photographs and online profiles – unless first obtaining permission to share.
- ✔ Notify a school authority if you encounter dangerous or inappropriate information online.

✗ Don't…

- ✗ Access unauthorized accounts, computers, networks, or information systems.
- ✗ Cyberbully, or harass others, including discriminatory jokes and remarks.
- ✗ Engage in unethical or illegal actions.
- ✗ Download or make copies of copyrighted electronic works.
- ✗ Hack, vandalize, introduce viruses, or make other unauthorized changes to hardware, software, and monitoring tools.
- ✗ Access or distribute obscene, pornographic, or sexually explicit material.
- ✗ Use OSD technology for personal gain, commercial solicitation, or compensation of any kind.
- ✗ Alter OSD technology devices physically without explicit prior approval of the Department of Technology.

Caring for your Chromebook

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General Care
- Leave OSD asset tags displayed; do not tamper with or remove.
- Clean the screen with a soft, dry microfiber cloth ONLY, if needed.
- ONLY use designated computer disinfectant wipes to clean other parts of the device.
- Use USB headphones for prolonged life.
- Shut down your Chromebook each night to ensure you receive updates.
- REPORT ANY DAMAGE TO THE DEVICE WITHIN A SCHOOL DAY (LIBRARY)

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Classroom Habits
- **Bring your charged device to school every day.**
- Follow all directions given by teachers.
- Follow copyright laws and cite sources used from electronic media.
- Convey any identified security problems or potential online safety issues to your teacher as quickly as possible, without discussing with other students.
- **Do not close the lid with anything inside the Chromebook** (headphones, pencils, etc.)

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Traveling to, From, and Around School
- Completely shut down device before traveling.
- **Never leave the device unattended for any reason.** Use lockers/PE lockers to lock up in school.
- Do not lean against the device or on your backpack with the device inside
- Store device standing up on its side in a locker; do not pile other things on top of it in a locker.

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At Home
- Take your device home every day.
- Charge the device fully each night; leave the power cord/charger at home.
- Store the device on a desk or table – never on the floor!
- **Do not leave the device in a vehicle.**
- Protect the device from:
  - Extreme heat or cold
  - Food, drinks, other liquids
  - Small children or pets

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Parent/Guardian Responsibilities

Monitoring Student Use

Orting School District provides families with tools to ensure the safe use of digital devices in the home.

- In compliance with federal laws for the protection of students, web filtering provided in our schools is extended to Chromebooks when they are used away from school.
- Families are provided **Securly Home** with which they may monitor their student's online activities and apply additional rules at home should they choose.
- Further details can be found at: https://www.ortingschools.org/Page/355 (Note: The district does not monitor devices during non-school hours.)
- Parent involvement is key for keeping students safe online. Supporting resources are available on Orting School District technology website.

Chromebook Maintenance & Fees

Chromebooks remain the property of the Orting School District. Students and parents are responsible for the care of the Chromebook issued to them, just as they are for textbooks, calculators, athletic equipment, or library books.

- **Service**
  In the event of a problem, support is available to the students through the school library, Media Tech's, they will determine if escalation to the Tech Department is required. **OSD owned devices should not be taken to an outside computer repair service or perform any self-repair.**
- **Lost Equipment**
  If any equipment is lost, the student or parent must immediately report it to the Media Tech's in each school library. If a device is stolen, a police report must be submitted, and a case number provided to your school. Schools will notify the Tech Department of lost or stolen devices at that time the device will be disabled.
- **Equipment Return**
  All District owned devices must be returned. If a student leaves OSD, but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purpose of recovering OSD property.