



CLINTON CENTRAL SCHOOL DISTRICT



CHROMEBOOK 1:1 HANDBOOK & LOAN AGREEMENT

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Clinton Central School District

1:1 Chromebook Guidelines & Responsible Use Handbook

Program Mission

The goal of the Clinton Central School District 1:1 program (one Chromebook for every student) is to provide all students in grades K-12 access to the digital tools and resources that allow them to be successful learners inside and outside of the school day. Technology is a powerful and valuable educational tool and, as such, is an important part of the instructional program. Clinton Central School District views the use of student devices as essential in preparing students for their futures in a world of digital information. Chromebooks will provide students with access to resources, opportunities for collaboration, and limitless capacity for learning in the real world. Technology does not take the place of our teachers, but allows teachers to foster personalized learning through technology integration into the curriculum and adds an additional resource to be used in the instructional setting.

Purpose of this Document

The purpose of this guide is to provide parents and students with a thorough explanation of how the district will manage its 1:1 Chromebook program. Any questions that you may have after reading this handbook can be referenced on our [1:1 Chromebook FAQ](#) page on the district website.

The success of this initiative will be strongly tied to the responsibility, ownership and pride that our students have when they receive their Chromebook. While the district believes that technology use is critical to student success and needs to be part of the daily learning process, the ability to have a device at all times is considered a privilege that our students should not take lightly.

Rules and Guidelines

Please follow this link to view all policies and guidelines: [Clinton CSD Policy Manual](#).

In addition to the guidelines and Responsible Use Policy, students must abide by the following Policies and [4526 Electronic Technology Acceptable Use Policy](#)
[4526-R Electronic Acceptable Use Regulation](#)
[4526.1 Internet Safety Policy](#)
[Clinton Central School District Code of Conduct](#)
[Clinton Central School District Responsible Use Policy](#)

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1. RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed within the first two weeks of each school year. Parents/Guardians and students should review this **Responsible Use Handbook** and the school **Code of Conduct** before the Chromebook is issued. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Clinton Central School District. The parent/guardian must review with their student and sign the **Clinton CSD 1:1 Chromebook Agreement** document before receiving the Chromebook.

All students who receive Chromebooks are expected to use a school-issued Chromebook during the school day.

2. OWNERSHIP

The Chromebook is and remains the property of the Clinton Central School District and is being assigned to the student as part of the District's 1:1 Learning program. Upon termination of enrollment or graduation, the student's assignment of the Chromebook is terminated and the device and accessories must be immediately returned to the District.

3. CHROMEBOOK DISTRIBUTION

For the 2023-24 school year,

- ❖ Grades K-5 Chromebooks will be assigned to students but will remain in the classroom.
- ❖ Grades 6-12 will receive devices for use during the day and at home.
 - Parents must review with their student the complete the Clinton CSD 1:1 Technology Use Agreement and sign.
 - They will be distributed within the first 2 weeks of school.

4. RETURNING YOUR CHROMEBOOK

For High School seniors, Chromebooks (with originally supplied charger) will be returned in June. For all other students, Chromebooks (with originally supplied charger) will be returned during the final week of school so they can be inventoried and stored for the summer months. If a student transfers out of the Clinton Central School District during the school year, the Chromebook (with originally supplied charger) will be returned at that time.

Individual school Chromebooks and accessories must be returned to the Clinton CSD at the end of each school year. Students whose enrollment is withdrawn or terminated at CCS for any reason must return their individual school Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at CCS, the student will pay the replacement cost of the Chromebook and/or accessories. If the Chromebook or any accessories are returned in damaged or otherwise unsatisfactory condition, a fee will be assessed to cover the repair or replacement of the device(s).

5. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the Clinton CSD Technology Department by filling out a ticket in the Secondary Media Center. The Library Media Specialist will submit an electronic request for repair and sign out a loaner device to the student. Refer to the [Chromebook Repair and Maintenance Guide](#)

Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

5a. General Precautions

- ❖ Take care to protect your password. Do not share your password.
- ❖ No food or drink is allowed next to your Chromebook while it is in use.
- ❖ Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- ❖ Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- ❖ Students should never carry their Chromebooks while the screen is open.
- ❖ Chromebooks must remain free of any writing, drawing, or stickers.
- ❖ Heavy objects should never be placed on top of your Chromebook.
- ❖ Chromebooks must have a MORIC/Clinton asset tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary action will result.
- ❖ Chromebooks should never be left in a car, unlocked locker or any unsupervised area.
- ❖ Students are responsible for bringing completely charged Chromebooks for use each school day.
- ❖ If your device is in need of repair, please report the problem to the work order system linked above as soon as possible.
- ❖ When charging the Chromebook, avoid stressing the power port on the Chromebook by keeping the power

5b. Protective Case

- ❖ It is highly recommended that students purchase a case for their Chromebooks. While cases will not protect from all types of damage, it can still provide protection during normal use and provide suitable means for transporting the Chromebook to and from school.
- ❖ Please be sure to purchase the correct case for the type of Chromebook that was issued.

5c. Carrying Chromebooks

The guidelines below should always be followed when moving your Chromebook:

- ❖ Transport Chromebooks with care
- ❖ Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- ❖ Chromebook lids should always be closed and tightly secured when moving
- ❖ When carrying the Chromebook in another case/backpack, take caution when placing other items (notebooks, books, lunch box, etc.) to avoid putting too much pressure and weight on the Chromebook screen. The screen is delicate and can crack easily.
- ❖ Use caution when placing Chromebooks into bags, to ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard.

5d. Screen Care

The Chromebook screens are touch screens and can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on them.

- ❖ Do not lean or put pressure on the top of the Chromebook when it is closed.
- ❖ Do not store the Chromebook with the screen in the open position.
- ❖ Do not place anything near the Chromebook that could put pressure on the screen.
- ❖ Do not place anything in a carrying case or backpack that will press against the cover.
- ❖ Do not poke the screen with anything that will mark or scratch the screen surface.
- ❖ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- ❖ Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- ❖ Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

6. USING YOUR CHROMEBOOK AT SCHOOL

- ❖ Chromebooks are intended for use at school each day.
- ❖ Students will use their @ccs.edu account to log in.
- ❖ Chromebooks should be opened and closed on teachers' instruction/command.
- ❖ Chromebooks should be muted unless directed by the teacher.
- ❖ In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- ❖ Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- ❖ Chromebooks should be locked in lockers when not in use, including during physical education class and extra-curricular practice/games.

6a. Chromebooks left at home

- ❖ If a Chromebook is left at home, the student will have the opportunity to use a loaner Chromebook from the library. Chromebooks must be returned before leaving school at the end of the day.
- ❖ Repeat violations of this policy may result in disciplinary action.

6b. Chromebooks under repair

- ❖ Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. Chromebooks must be repaired by the Clinton Central School District technology department **AND may not be sent to an outside company for repair.**

6c. Charging your Chromebook

- ❖ Chromebooks must be brought to school each day fully charged.
- ❖ Students need to charge their Chromebooks each evening.
- ❖ Repeat violations of this policy may result in disciplinary action.
- ❖ There will be a limited number of charging areas available to students on a first come, first serve basis.
- ❖ Students that don't return the charger at the end of the school year will be invoiced for the replacement cost. They will not be issued a charger the following year until replacement fees are paid.

6d. Profiles

- ❖ Inappropriate media may not be used as a screensaver or background.
- ❖ Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions. Please see the school's Code of Conduct for additional expectations. Students must demonstrate good citizenship and ethical behavior at all times.
- ❖ Students should understand that the use, posting, or sharing of certain images deemed inappropriate are potentially criminal and may result in a referral to the appropriate local law enforcement agency for the consideration of potential criminal charges.

6e. Sound, Music, Games

- ❖ Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ❖ Headphones may be used at the discretion of the teacher.
- ❖ All apps/music/games must be district-approved and/or educationally appropriate

6f. Printing

- ❖ Digital sharing of documents is encouraged..
- ❖ Students will not be able to print directly from their Chromebook If printing is required they may print in the library with teacher approval.

6g. Using the Built-In Chromebook Camera

- ❖ As with all recording devices, students must ask for permission before recording an individual or group and notifying the individual or group if the image will be posted online. Recording audio or video without permission is prohibited.
- ❖ Cameras may never be used in a locker room or restroom.

7. AT HOME USE

- ❖ When permitted, the use of school assigned Chromebooks at home is encouraged.
- ❖ Students may not log into personal Google accounts and are restricted to signing into the @ccs.edu account only.
- ❖ Chromebook care at home is as important as in school; please refer to the care section.
- ❖ Students are allowed to connect to a wireless network when using their Chromebook away from school. Student use of the Chromebook will be subject to the **CCS website filtering software**, even when accessing materials on a home connection. The filtering software will **ONLY** affect CCS-owned devices and its use under the district's [4526 Electronic Technology Acceptable Use Policy](#) and [4526-R Electronic Acceptable Use Regulation](#)
- ❖ A WiFi Internet connection is required for much of the student's Chromebook use; however, many applications can be used while not connected to the Internet, including Google Drive, Docs, Sheets, Slides, and others.
- ❖ There are many public locations that provide free Internet access within the community such as the public library.

8. MANAGING YOUR FILES AND SAVING YOUR DIGITAL WORK

- ❖ The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- ❖ Some files may be stored on the Chromebook's hard drive.
- ❖ Students should always remember to save frequently when working on digital media if working outside of Google Drive.
- ❖ The district will not be responsible for the loss of any student work.
- ❖ Files should only be stored in your Google Drive and not in the downloads file folder of the Chromebook.

9. SUPPORTING YOUR CHROMEBOOK

Proper care and maintenance of your Chromebook will help keep a device in good working condition over the four years it is in use.

9a. Updating your Chromebook

- ❖ When a Chromebook starts up, it updates itself automatically, so it should always have the most recent version of the Chrome operating system. In order for updates to install, the Chromebook will need to be restarted periodically.

9b. Procedures for Restoring your Chromebook

- ❖ If your Chromebook needs technical support, all support will be handled by the Clinton CSD Technology Department.
- ❖ The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging due to technical issues or issue resulting from inappropriate use.

9c. Apps and Extensions

- ❖ Searching for and applying most apps/extensions from the Chrome Web Store has been disabled for all students. Some mandatory apps/extensions will be automatically added. Other Apps/extensions that appear in Clinton Central School District's recommended Apps tab in the Chrome Web Store are available to add by each individual student.
- ❖ Some web apps will be available to use when the Chromebook is not connected to the Internet, including Google Drive apps (Docs, Sheets, Slides, etc.)

10. PROTECTING & STORING YOUR CHROMEBOOK

10a. Chromebook Identification

- ❖ Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
 - Record of district asset tag
 - Serial number
 - Student Name Label
- ❖ Chromebooks are the responsibility of the student. This same device will be reissued annually. Take good care of your Chromebook.

10b. Account Security

- ❖ Students are required to use their @ccs.edu domain user ID and password to protect their accounts and are required to keep that password confidential.
- ❖ Passwords are issued by the CCS Technology Department.
- ❖ If your password has been compromised, a teacher or guidance counselor must be notified immediately so that the password can be reset

10c. Storing Your Chromebook

- ❖ When Chromebooks are not in use, they should be stored in the student's locked locker.
- ❖ Nothing should be placed on top of the Chromebook when stored.
- ❖ Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- ❖ Chromebooks should not be stored in a vehicle at school or at home for security and temperature control measures.

10d. Chromebooks left in Unsupervised Areas

- ❖ Under no circumstances should Chromebooks be left in an unsupervised area.
- ❖ Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gymnasiums, locker rooms, media center, unlocked classrooms, and hallways.
- ❖ Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Main Office.
- ❖ If an unsupervised Chromebook is found, notify a staff member immediately. **DO NOT** take it.
- ❖ Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

11. REPAIRING/REPLACING YOUR CHROMEBOOK

11a. Vendor Warranty

- ❖ The equipment vendor has a one year hardware warranty on new Chromebooks.
- ❖ The vendor warrants the Chromebooks from defects in materials and workmanship not misuse.
- ❖ This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- ❖ The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- ❖ Please report all Chromebook problems immediately to the CCS Technology Department's Master Library [Student/Parent Chromebook Work Order System](#)

11b. Chromebook Repair Costs

- ❖ There will be an "Incident Fee" charged for every accidental hardware repair needed. This fee is issued to not only encourage proper use, but also to help offset repair costs.

Incident	Damage	Cost
1st	Accidental	\$10
2nd	Accidental	\$20
3rd	Accidental	\$30
4th	Accidental	\$40
Any	Misuse, neglect, intentional damage or loss	Full cost of repair or replacement of device
Power Cord	Accidental, neglect or loss	\$30

If a student requires more than 2 repairs in one school year to a Chromebook due to accidental damage, he/she may lose privileges to bring the device home and/or face disciplinary action. If damage to the device is beyond repair, the student may be responsible for the replacement value as described below in Section 10c.

11c. Lost or stolen Chromebook and accessories

- ❖ Chromebooks that are lost or stolen are the responsibility of the student.
- ❖ Lost or stolen Chromebooks must be reported to the building principal or assistant principal within 24 hours of the incident.
- ❖ Student must pay the associated charges to replace the lost or stolen Chromebook and accessories:
 - Chromebook: Full cost of repair or replacement of device
 - Charger: \$30

12. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available through the Master Library [Student/Parent Chromebook Work Order System](#)

Services provided include the following:

- ❖ Hardware maintenance and repairs
- ❖ User account support
- ❖ Coordination and completion of warranty repairs

- ❖ Distribution of loaner Chromebooks
- ❖ **ALL REPAIRS** must be completed by the CCS Technology Department.

13. EXPECTATION OF PRIVACY

CCS uses a filtering system to track and monitor all computer and Internet use on the network to meet CIPA (Children’s Internet Protection Act) requirements. The system is designed to prevent and monitor usage and access. The district may monitor usage and/or activity to fix an issue, investigate a complaint or resolve suspicious activity. The school may review files, history logs, and any other communications to maintain the integrity of the CCS network, maintain compliance with board policy and applicable laws and regulations, and to ensure that everyone is using their access responsibly. No right of privacy exists in the use of technological resources provided by the school.

14. RESPONSIBLE DIGITAL USE AND AWARENESS

School-issued Chromebooks and other devices connected to district owned WiFi and Internet should be used for educational purposes and students are to adhere to the District’s [4526 Electronic Technology Acceptable Use Policy](#), [4526-R Electronic Acceptable Use Regulation](#) and [4526.1 Internet Safety Policy](#) and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens.

15. RESPONSIBLE USE POLICY aka RUP

RUP stands for “Responsible Use Policy.” It means that you agree to act responsibly when using Clinton Central School District technology and network. This RUP outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

It is important to understand the responsibility you take on as a student when using the CCS network and technology. The general rules and policies of the school are guidelines for good decision making.

It is your responsibility as a student to treat the network, technology, and its users with proper care and respect.

- I am responsible for my computer account and email account.
- I am responsible for my language.
- I am responsible for how I treat other people.
- I am responsible for my use of the Clinton Central School District Network.
- I am responsible for my conduct on all online sites.
- I am responsible for being honest while I am online.
- I am responsible for protecting the security of the Clinton Central School District’s Network.
- I am responsible for protecting school property.
- I am responsible for respecting other people’s property online.
- I am responsible for respecting other people’s privacy.
- I am responsible for following school rules whenever I publish anything online.

1. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT. I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I

understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.

2. I AM RESPONSIBLE FOR MY LANGUAGE. I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators

3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email and other means of communications (e.g. Google Suite, apps, blogs, wikis, chat, messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing messages, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school. I will tell a teacher or counselor if I see anything hurtful to another student or staff member online.

4. I AM RESPONSIBLE FOR MY USE OF THE CLINTON CENTRAL SCHOOL NETWORK. I will use CCS resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any computer resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the CCS network for illegal or commercial activities is prohibited.

5. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES. I understand that what I do online should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.

6. I AM RESPONSIBLE FOR BEING HONEST WHILE I AM ONLINE. I understand that impersonating, tricking, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE CLINTON CENTRAL SCHOOL DISTRICT'S NETWORK. I will keep my password safe and will not share it with anyone except a District staff member authorized to have access. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.

8. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any technology resource. I will take care to protect any device from damage due to dropping, weather, spillage of food or other physical damages. I understand that I need authorization from a school administrator or teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).

9. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, programs, images, music, and movies.

10. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PRIVACY. I will not invade other people's privacy by recording or posting images or videos of students or staff without their consent.

11. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE. I will follow all guidelines set forth by the Clinton Central School District and/or my teachers when publishing schoolwork online (e.g. to cloud storage [Google], a website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name,

address, phone number or school. I will not post photos of students with their first and last names on any online site, including but not limited to: blogs, wikis, and discussions forums.



1:1 Chromebook Loan Agreement

Clinton Central School District



A Chromebook and charger are being loaned to the student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

- This equipment is, and at all times remains, the property of Clinton Central School District and is herewith loaned to the student for educational purposes. The Chromebook does have identification on it indicating that it is the property of Clinton Central School District. This identification should not be altered, removed or modified in any way.
- Inappropriate use of the device will result in disciplinary action.
- The equipment will be returned when requested by Clinton Central School District, or if the student withdraws from Clinton Central School District prior to the end of the school year.
- The district property may be used by the student only for non-commercial purposes, in accordance with the district's policies and rules, the Student Code of Conduct, as well as local, state and federal statutes.
- Students may not install or use any software other than software owned or approved by the district and made available to the student in accordance with this receipt and agreement.
- The student may not make any attempt to add, delete access or modify other user accounts on the Chromebook or on any school owned computer.
- The student acknowledges and agrees that the student's use of the district property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges that it is his or her responsibility to protect and safeguard the property.

The Clinton Central School District will assume responsibility for all accidental damage or loss of the Chromebook. If the building principal determines negligence was the cause of the damage or loss, the family may be asked to reimburse the district for the replacement cost of the device.

In the event of loss or theft, it is very important to notify school personnel immediately. The school district will treat a lost Chromebook as stolen.

Important Resources:

- Link to District's [Chromebook Work Order System](#)
- Link to Clinton's [1:1 User Guide & Handbook](#):
- Link to District's [4526 Electronic Technology Acceptable Use Policy](#), [4526-R Electronic Acceptable Use Regulation](#) and, [4526.1 Internet Safety Policy](#)

Costs:

- There is no cost to receive the device.
- An incident fee will be charged every time a hardware repair is required from accidental damage.
 - Chromebook: \$10 for first incident; \$20 for second incident; \$30 for third incident; \$40 for fourth incident and beyond
- Damage to a device that is beyond repair will result in responsibility for a full replacement of the device.
- Lost, stolen or questionable damage will be reviewed by the administration on a case-by-case basis to determine fees.
- Students will be charged for missing items (or for items damaged beyond repair): Power cord = \$30, Device = Full cost of repair or replacement

Parent Responsibilities

Your child has been issued a Chromebook to personalize his or her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient and ethical operation of this computer:

- I will supervise my child's use of the Chromebook at home.
- I will discuss our expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report any problems with the Chromebook to the school.
- I will not load or delete any software from the Chromebook.
- I will make sure my child recharges the Chromebook battery nightly.
- I will make sure my child brings the Chromebook to school every day.
- I will make sure my child uses a protective bag to transport the Chromebook to and from school.
- I agree to return the Chromebook to school when requested and upon my child's withdrawal from Clinton Central School District.

Student Responsibilities

Your Chromebook is an essential learning tool and is to be used for educational purposes only. In order to take possession of the Chromebook, you must accept the following responsibilities:

- When using the Chromebook at home, at school and anywhere else I may take it, I will follow the policies of the Clinton Central School District, especially the Student Code of Conduct, 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.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the Chromebook.
- I will not use my Chromebook with personal email accounts
- I will not remove programs or files from the Chromebook.

- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to school every day.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the Chromebook.
- I will recharge the Chromebook battery each night.
- I will return the Chromebook when requested and upon my withdrawal from Clinton Central School District.
- I will transport the Chromebook in a protective case at all times

Website & Social Media Guidelines

The purpose of website and social media guidelines for students is to establish clear expectations and boundaries for appropriate online behavior. In the digital age, students are often active on various online platforms, and these guidelines aim to ensure that their online interactions are respectful, responsible, and safe. These guidelines help students understand the impact of their online actions, protect their own privacy and well-being, and maintain a positive online presence that aligns with their school's values. Parents/Guardians are expected to review and discuss these guidelines with their student(s).

Digital Citizenship Guidelines
Be aware of what you post online. Websites and social media platforms are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future colleges or employers to see.
Follow the school Code of Conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates and pictures. Do not share your password with anyone.
Be sure to read and review any websites to ensure all information is appropriate for a school setting.
Do your own work. Do not use other people's intellectual property without permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
Online work should be well written. Follow writing conventions including proper grammar, capitalization and punctuation.
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
Use technology and social media in moderation. Balance online interactions with real-world activities, hobbies, and face-to-face interactions.

Parent/Guardian Signature will be collected digitally