

August 1, 2025

Parents/Guardians and Students,

Students and their parents/guardians are reminded that use of District Technology is a privilege. All activity performed on any NLAPS owned computer, network, or electronic communication device will be monitored by school authorities. Inappropriate use of District Technology can result in limited use and/or disciplinary consequences. In addition, student Google Accounts are owned by NLAPS and the content is monitored by the District.

For the 2025-2026 school year, NLAPS is utilizing a one-to-one model for Chromebook usage for grades 7-12. All students will be provided a school issued Chromebook and charger, much like a textbook. Each student will be assigned and responsible for the equipment. The only person(s) that will be able to login to that specific Chromebook will be the assigned student, as well as any staff member of NLAPS. This is to assure that the devices will not be shared amongst the student body, as the assigned student will be responsible for all damages the Chromebook incurs during the school year.

Please direct all technology questions to Scott Sovis, Technology Director,
ssovis@newlothrop.k12.mi.us.

Please read and sign the attached Chromebook Acceptable Usage Plan and return it to the high school office.

Chromebook Acceptable Usage Plan

Receiving your Chromebook

Chromebooks will be distributed to each student, 7-12 grade, at the beginning of the school year. Students, along with parents, will sign and return the Chromebook Acceptable Usage Plan before the Chromebook is issued. This agreement will last for the 2025-2026 school year. Chromebooks and the assigned chargers will be collected at the end of each school year for maintenance and cleaning.

All fines must be paid before a District device is assigned to students.

Chromebook Usage

Chromebooks are intended for use at school each day. Students are responsible for bringing their fully charged Chromebooks to all classes, unless advised otherwise by staff.

Expectations While Using a NLAPS Chromebook

- Charge your Chromebook every night and bring a fully-charged Chromebook to school everyday. A fully-charged Chromebook should allow for a full day of use in school. Charging stations will be available in the Media Center if you wish to leave your Chromebook at school. If your Chromebook does not last an entire school day on a full charge, please see the Technology Director.
- If devices are left at home, students are responsible for completing coursework as if they had their device present.
- Chromebooks may not be left in an unsecured location at any time.
- Use of the protective case provided by NLAPS is required.
- Personalization of the Chromebook or case is not allowed. This includes, but is not limited to, drawing, stickers, tape, or labels that were not placed by NLAPS. Background images, screensavers, and any other images on the device must be appropriate and not contain references to weapons, guns, inappropriate language, alcohol, drugs, gang symbols or pictures. Disciplinary action will be taken as a result of inappropriate graphics.
- Damaged, lost, or stolen Chromebooks must be reported to the High School Office immediately.
- Tampering with hardware or software, attempting to enter, vandalize, or destroy the Chromebook or files within is not allowed.
- Instances of cyberbullying, personal attacks or threats must be reported to their teacher immediately.
- Students will make the Chromebook available for inspection upon request.

Chromebook Care

General care and maintenance of the Chromebook is the responsibility of the student.

- No food or drink should be near the Chromebooks.
- Use care when inserting cables, cords, and any removable storage devices into the Chromebook.
- Each Chromebook has a protective case. DO NOT REMOVE the case or any identification stickers placed by NLAPS.
- Do not lift or carry the Chromebook by the screen, as this can cause damage to the screen or hinge. **Always close the Chromebook before carrying.**
- Do not use liquid to clean the Chromebook. Use a dry, soft, lint-free cloth to clean the Chromebook.
- Do not leave the Chromebook in heated areas for extended periods of time (such as a hot car).
- Place the Chromebook on a flat, stable surface when in use.

