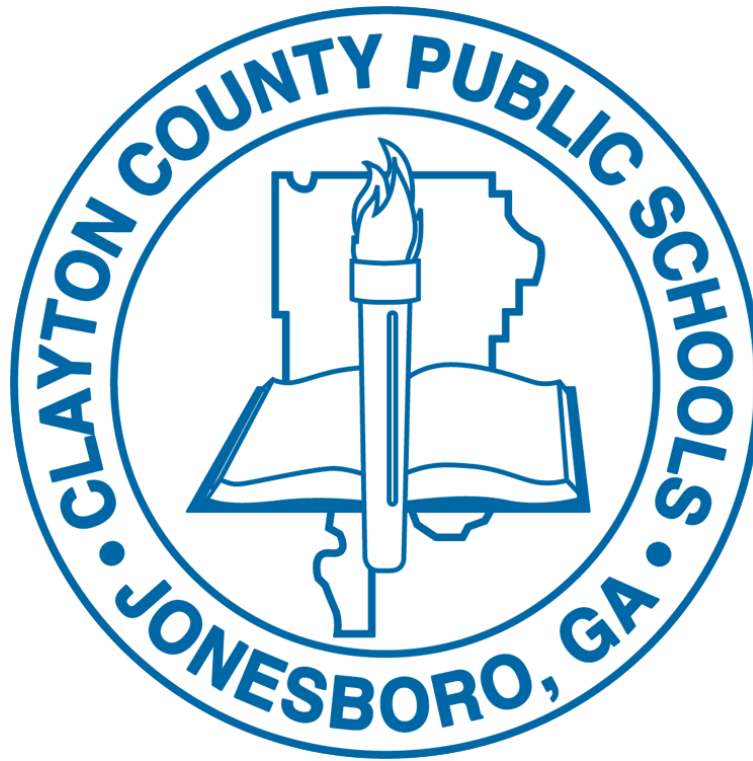




**Chromebook Procedures and  
Guidelines Handbook**  
Clayton County Public Schools

# Introduction

Clayton County Public Schools (CCPS) is committed to providing students with access to technology that supports high-quality instruction while promoting balanced use. Students in CCPS have access to a Chromebook for learning—either through take-home devices in high school or classroom-based carts in elementary and middle schools. This ensures all students can engage with digital resources and instructional tools when and where they need them, while also supporting sustainable practices and addressing concerns such as excessive screen time.

## Why Chromebooks for CCPS?

A Chromebook is an Internet-based computer designed to streamline both the creation of and access to online content. Student work is saved securely in the district's Google domain and can be accessed from anywhere by simply logging into the CCPS Portal.

Here are a few additional features that make Chromebooks an attractive purchase for the district.

- Chromebooks are more cost-effective than other devices.
- Chromebooks allow for the fast and reliable use of web resources in the classroom with easy control and support options for the district.
- Chromebooks have a longer battery life that should support student use throughout the school day.
- Chromebooks are designed to work with Google Workspace which is an efficient array of tools designed for student and teacher interaction.

## Section 1: Chromebook Distribution, Collection, and Verification

### Beginning of the School Year Distribution

- High School Students (Grades 9–12)
  - Devices are distributed during August at the student's school.
  - Students are required to complete the following *prior* to receiving their Chromebook and accessories:
    - Students must view the [Device Care video](#) provided by Clayton County Public Schools.
    - Students and parents must sign the [Acceptable Use Policy and Chromebook Agreement Form](#) online.

- Students must return devices and accessories in good condition at the end of the school year or upon withdrawal.
- **Elementary and Middle School Students (Grades K–8)**
  - Devices are stored in classroom carts at each school.
  - Students use devices during the school day under teacher supervision.
  - No take-home distribution or summer collection applies to these grades

## Students Entering the School or District

- **High School Students (Grades 9–12)**
  - Upon entering the district, there will be a 5-day waiting period before the student is issued a device. The student will use a device from a school during the day until a device has been assigned.
  - If a student is returning to the district and did not turn in all equipment before leaving the district, the student will not be issued a device until the student has paid the fee associated with the missing equipment.
- **Elementary and Middle School Students (Grades K–8)**
  - K–8 students are assigned access to classroom cart devices rather than individual devices.

## Elementary and Middle Device Check-Out for Home Use

While Chromebooks for elementary and middle students are typically used in the classroom, families may request a temporary device check-out.

- **Eligibility**
  - Requests must be approved by the school principal or designee.
  - Students must have a signed [Acceptable Use Policy and Chromebook Agreement Form](#) on file.
  - Check-out is contingent on device availability and student's history of responsible use.
- **Check-Out Process**
  1. Parent/guardian submits a request to the school office or designated staff member.
  2. School verifies eligibility and device availability.
  3. Parent/guardian signs the [Check-Out Agreement](#) acknowledging responsibility for the device.
  4. Device and charger are issued for the approved period (typically no longer than 5 school days unless otherwise approved).
- **Student and Family Responsibilities**
  - Bring the device back to school fully charged on return date or sooner if requested.
  - Care for the device as outlined in the Device Care Guidelines.

- Report any damage, loss, or technical issues immediately.
- Understand that failure to return the device on time may impact future check-out privileges.

## Students Leaving the School or District

- At the time of withdrawal, students must return all student learning devices and accessories (e.g. charger and case) in good working condition before transferring to another school outside of the district or graduating.
- Any items not returned must be paid for at the time of withdrawal. The replacement fee for missing devices and/or accessories can be paid in the district's SchoolCash application.
- The school can withhold grade reports, diplomas, and/or certificates of progress until restitution is made for lost or damaged student learning devices.

## School Breaks and End of School Year Chromebook Collection

- Chromebooks with protective cases and power cords may be collected prior to the winter and spring breaks at the school's discretion. All Chromebooks will be collected prior to the end of the school year.
- Students needing devices for summer learning will have the following options:
  - Use a personal device.
  - Use a Chromebook from the school cart during the day at the summer school location. The device will not be taken home each day.
  - Summer learning students also have the option to keep their assigned device.

## Chromebook Asset Verification

- High School Students (Grades 9–12)
  - All teachers will perform a **monthly** Chromebook Asset Verification, using Incident IQ. [Chromebook Asset Verification in Incident IQ](#)
  - Teachers will report missing or damaged devices upon completing the Chromebook Asset Verification in Incident IQ.
  - Each student's Chromebook must be present during the monthly Chromebook Asset Verification to avoid being reported as missing. Students who do not have their device during the Chromebook Asset Verification will receive communication from the school, intended for the parent/ guardian.
- Elementary and Middle School Students (Grades K–8)
  - The Department of Technology will monitor Chromebook usage, and any device not used for a period of 20 days will require verification to ensure it is accounted for and functioning properly.

## Section 2: Replacement, Damaged, and Stolen Devices

### Replacement Equipment

- Parents or schools can pay for replacement equipment in the district's SchoolCash application.
  - *Building Leaders:* Once the device replacement fee has been paid, a report will be provided to the Department of Technology by the school bookkeeper. The report will be used to identify the replacement equipment needed for the school's internal inventory.
- Replacement Fees
  - Fees\* for replacement devices, AC adapters, etc. (see list below) may be paid through your school's SchoolCash site. SchoolCash can be accessed via [CCPS SchoolCash](https://claytoncountypa.schoolcashonline.com/). \*Fee amounts may be higher due to School Cash processing.

| SchoolCash Site <a href="https://claytoncountypa.schoolcashonline.com/">https://claytoncountypa.schoolcashonline.com/</a> |          |
|---------------------------------------------------------------------------------------------------------------------------|----------|
| Device                                                                                                                    | Cost     |
| Chromebook (AC Adapter included)                                                                                          | \$424.50 |
| Chromebook AC Adapter Only                                                                                                | \$28     |
| Chromebook Case                                                                                                           | \$24     |
| 11" iPad Pro (AC Adapter included)                                                                                        | \$1427   |
| 13" iPad Pro (AC Adapter included)                                                                                        | \$1757   |
| 11" iPad Case                                                                                                             | \$55     |
| 13" iPad Case                                                                                                             | \$60     |
| iPad AC Adapter                                                                                                           | \$39     |

### Damaged Devices

- Damaged devices will be assessed by a school-based computer technician. For take-home devices, a loaner will be issued as needed. The warranty company will

determine whether the damage is beyond repair and if it was caused by negligence or intentional actions.

| Reason                           | Cost  |
|----------------------------------|-------|
| Chromebook Damaged Beyond Repair | \$100 |

- When device damage occurs, students should immediately notify their homeroom/ advisory teacher who can initiate the process of notifying the school computer technician.
- Students who repeatedly damage their assigned Chromebook and/ or accessories will result in the loss of home-use privileges.

## Stolen or Vandalized Devices

- Student Chromebooks are purchased with theft insurance.
- Devices that are stolen need to be reported to the school-based computer technician immediately.
- In addition, stolen or vandalized devices should be reported to the police. Stolen devices must be reported within 72 hours and accompanied by a police report.

## Loaner Devices (Grades 9–12)

- Students will be permitted to receive a "loaner" device under the following circumstances:
  - When their Chromebook needs to be fixed or serviced in school.
  - If there is an extended problem with their Chromebook that cannot be solved during the day.

# Section 2: Using the Device at School

## Student Expectations for Daily Chromebook Use

### High School Students (Take-Home Devices)

- Bring a fully charged Chromebook to school every instructional day. Treat the Chromebook as an essential learning tool, similar to a textbook or school supply.
- Failure to consistently bring a charged Chromebook may result in loss of home-use privileges.
- Follow teacher directions regarding when and how the Chromebook is used; not every class will require device use each day.

- Keep Chromebook sound muted unless directed otherwise by the teacher; personal headphones/earbuds may be used when permitted.
- Do not share your Chromebook or charger with other students. Using a charger not issued by CCPS may result in disciplinary action.
- Chromebooks may not be used for photos or videos unless explicitly authorized by a teacher.
- If desired, students may bring a personal mouse for use with the Chromebook.
- Adhere to all provisions of the Clayton County Public Schools Internet Acceptable Use Policy.

### **Elementary and Middle School Students (Classroom Devices)**

- Devices remain in the classroom and are used only under teacher supervision.
- Follow teacher instructions for when and how to use the device during lessons.
- Keep sound muted unless otherwise directed; classroom sets of headphones may be provided or students may bring their own if permitted.
- Do not attempt to remove devices from the classroom or swap them with other students. Handle devices carefully, return them to their designated charging station at the end of each session, and report any issues immediately to the teacher.
- Adhere to the Clayton County Public Schools Internet Acceptable Use Policy while using devices in class.

## **Section 3: Technical Support and School Contacts**

### **School Technician**

- The district assigns technicians to support school technology needs. High schools have dedicated on-site technicians, while elementary and middle schools receive shared technician support based on their needs.
- All technology issues must be reported by school staff through the district's ticketing system to ensure timely tracking and resolution.

## Section 4: Device Care

| DOs                                                                        | DON'Ts                                                                           |
|----------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Practice good digital citizenship.                                         | Share your CCPS password.                                                        |
| Use for educational purposes only.                                         | Close the laptop with foreign objects on the keyboard, i.e. pencils or pens.     |
| "Lock" the laptop whenever your device is unattended.                      | Allow pets, toddlers, food, beverages near the device.                           |
| Report any issues to your teacher who will submit a technology work order. | Rearrange the keys on the keyboard.                                              |
| Fully charge the device when at home.                                      | Permanently label the Chromebook, case, or charger cord with stickers or labels. |
| Safely store your device when not in use.                                  | Remove the device from its protective case.                                      |
| Hold the Chromebook with both hands when in transit.                       | Bring the power cord to school unless directed by school personnel.              |
| Return laptop and accessories when requested.                              |                                                                                  |