

Scarborough School Department

Chromebook Care, Use & Responsibility Guide



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OVERVIEW

This document is meant to give parents and students more information on the Care and Use of district, and family owned devices. Whether using either a district-owned or personal device, students are expected to act in accordance with the district's Acceptable Use Policy.

RECEIVING / RETURNINGS YOUR CHROMEBOOK

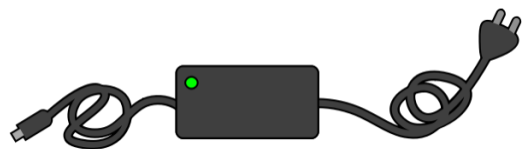
New Student /Transfer Student Distribution

All new students, transfer students and returning students should go to the defined area on the first day of school to obtain their device. Email address and access to the device and software will be assigned to begin on the first day of school or within 24 hours of enrollment. Additional notifications and information will come from the schools.

Returning Your Device

At the end of the school year, students are required to return their Chromebook before the end of the school year. Failure to turn in a Chromebook will result in the student being charged up to the full replacement cost depending on the model. There will also be a charge for a damaged Chromebook or any missing or damaged peripheral equipment such as the case or charger.

PLEASE NOTE: charging cords are tagged and paired to each laptop individually. **Do not swap chargers during the year** – failure to return the charger associated with your chromebook at year-end may result in the student being billed for the full replacement cost of the charger.



Do not attempt to buy a replacement charger outside of the Scarborough School Department purchasing process, as different chargers may present a fire hazard.

Students that transfer out of or withdraw from Scarborough School Department must turn in their Chromebooks, cases, power supplies, and chargers prior to their last day of attendance. Failure to turn in a Chromebook will result in the student being charged up to the full replacement cost. Devices may be turned into the main office of the designated school or the IT department.

CHROMEBOOK CARE

Students are responsible for the general care and upkeep of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be taken to the school-based help desk as soon as possible so they can be examined and repaired. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

General Precautions

- No food or drink should be next to the Chromebooks.
- Cords, Cables, and removable storage devices must be inserted and removed carefully from the devices - not doing so may damage the cord, cable or port.
- Chromebooks should not be used or stored near pets.
- Students should never leave their Chromebooks unattended unless they are in a locked, secure location.
- Chromebooks should not be exposed to extreme temperatures, such as leaving it in a car overnight during winter.
- Chromebooks should not be used when plugged in, when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, etchings, stickers, nail polish, paint, permanent markers or any other non-removable or difficult to remove materials
- Heavy objects or any type of pressure should never be placed on the top of the devices.
- Chromebooks should always be placed in the straps in the laptop cases and the laptop cases or backpacks should be completely zipped shut.
- Chromebooks should never be packed into an overly full bag or backpack - this will place too much pressure on the device, creating an environment likely to crack, break, or damage the casing or screen.

Cases

- Each student will be issued a protective case/cover for his/her Chromebook. Chromebooks should always be transported in this case. Although the cases are

reinforced to help protect the Chromebooks, they are not waterproof and are not guaranteed to prevent damage caused by falls. It remains the student's responsibility to care for and protect his/her device.

- Never place other items such as pencils, papers or food in the case with the Chromebook.
- Do not mark cases with any type of permanent markers, paint, nail polish, stickers, or any other non-removable or difficult to remove materials.
- Keep the Chromebook protected from pets as much as possible to prevent damage from chewing, claws and excessive pet hair.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The Screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Never lift or carry Chromebooks by the screen.
- Never walk in the classroom or hall while the Chromebooks with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. Pens, pencils, or stapled papers).
- Only clean the screen with a soft, dry microfiber or anti-static cloth.
- Do not mark screens with any type of permanent markers, paint, nail polish, stickers, etchings, or any other non-removable or difficult to remove materials.

Chargers

Charging cords are tagged and paired to each laptop individually. Do not swap chargers during the year – failure to return the charger associated with your chromebook at year-end may result in the student being billed for the full replacement cost of the charger.

Asset Tags and Identifying Marks

- All Chromebooks will be labeled with a Scarborough Schools asset tag or

identifying marks. The asset tag indicates the Chromebook is property of the Scarborough School Department and provides information that allows us to determine the name of the student to which the specific Chromebook has been assigned.

- Asset tags may not be modified, tampered with, or removed.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with an asset tag or turning in a Chromebook without an asset tag.
- Administration may at any time ask to see a student's device and/or peripheral equipment to verify the asset tag and serial number or if there is a reason to believe the device has been lost. SSD may charge up to the full purchase price of the device and/or take disciplinary actions if the Chromebook and peripherals are not returned in a timely manner or permanent damage is done.

Decals, Stickers, and Other Personalization

- Do not attach any stickers or use markers, paint, nail polish, etching tools or any other materials that leave permanent marks.
- Chromebooks should be returned in the same condition in which they were received - no permanent marks, stickers, paint, writing or drawings, etching, etc. on the casing, screen or keyboard.
- Students may be charged for damage or the full cost of replacement if their device is returned with student-placed permanent markings or stickers.

Breakage, Repair, Lost & Loaner Devices

Accidents will happen, but by following the general precautions above you will be able to minimize breakage and the need for filing insurance claims. Loss and theft are not covered in the same way. If your Chromebook is lost or stolen outside of school or because of negligence in school you may be responsible for the full replacement cost.

Mechanical breakdowns (hard-drive failures, motherboard failures, etc) and manufacturer defects (faulty keyboards, USB ports, power ports, etc) are always covered and repaired by the district.

Covered Damage

If you have paid the \$15 laptop fee (per device/per year), the following are examples of the types of damage that ARE covered:

- Accidental Damage from Handling
 - A laptop slips out of a student's grip, drops on the floor and breaks
 - A student accidentally spills a glass of water on the keyboard
 - A student trips while carrying their laptop and cracks the screen
 - Something inadvertently drops onto the laptop and cracks the casing
 - A student accidentally bumps the chromebook off a desk while walking by

This is NOT the same as negligence – please see below for examples of negligence.

PLEASE NOTE: the \$15 fee covers the first instance of accidental damage. Any additional instances of damage will be assessed by school administration and may not be covered by the \$15.

Damage Not Covered

The following are examples of the types of damage or loss that **IS NOT** covered by the \$15 laptop fee (per device/per year). In these situations, the District may charge the user for repair or replacement of the device.

- Theft or loss of device, case or charger
- Intentional or malicious destruction. For example:
 - Intentionally breaking off keyboard keys
 - Etching the screen with foreign object
 - Intentionally pushing a laptop to the floor
 - Intentionally slamming a laptop cover shut with or without foreign items on the keyboard
 - Using stickers or adhesive of any kind that cannot be removed
- User negligence. For example:
 - Not strapping the laptops into the laptop case and completely zipping it shut prior to transport – laptop falls out and breaks
 - Stuffing laptop in bag with no padding protection or overstuffed with books – screen or case breaks due to pressure
 - Swinging laptop in case/bag – breaks due to impact or force

- Handling laptop by the screen – cracks case or screen
- Placing laptop on floor in the path of traffic – someone steps on it, cracks case or screen
- Balancing laptop on edge of desk or counter – falls and breaks case or screen
- Closing foreign items on laptop screen – e.g., pencils/pens, mouse, papers with clips or staples, etc. – cracks screen
- Leaving laptop near animals – laptop, charging cable or bag chewed or clawed

Determination of Coverage

When a Chromebook is damaged and the root cause is not clearly evident as manufacturer's defect or accidental damage, District Administration will conduct an investigation to determine whether the damage was a result of intentional harm or negligence.

It is at the sole discretion of District Administration whether to bill a user for repair or replacement. If a user is found to be at fault, an invoice will be sent home with anticipated payment within 30 days.

Loaners

If your Chromebook is visibly broken or isn't working as expected, please bring it to the school-based help desk as soon as possible. You will be given a replacement Chromebook for you to use until your device is repaired.

- Districted-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance, and a user should never attempt to repair the device themselves - doing so will void the warranty policy.
- These loaner Chromebooks are to be used for short-term emergency situations – e.g., a student forgot their Chromebook at home, their device is damaged and awaiting repair, or their Chromebook needs to be charged. These devices are not for long-term use and should never be taken home overnight.
- For loaners, the same care is expected as users would give to assigned devices. If a loaner Chromebook is returned damaged, the incident will be investigated and the user may be charged for repair or replacement.

PLEASE NOTE: Each building has a very limited supply of loaner devices and are available on a first come, first served basis.

Replacement Costs

Should you lose or cause non-warranty damage to your device or any peripherals, you will be billed on the following schedule:

- All chargers \$47.92
- All cases \$25.00
- K-2 Chromebook \$331.00
- WS Chromebook \$457.00
- MS Chromebook \$457.00
- HS Chromebook \$416.00

Students that routinely mishandle their devices may be subject to discipline under the District's behavior policy.

CHROMEBOOK USE

Students are required to bring their Chromebook to school each day charged and ready to use. When Chromebooks are not in use, they should be stored in cases and remain in sight. Students should never leave Chromebooks unattended unless they are in a locked/secure location. All devices on the school network go through a content filter that prevents students from accessing harmful content.

Sound

- Sound should be muted at all times unless permission is obtained from a teacher
- Headphones/earbuds may be used at teacher discretion. Headphones/earbuds will not be provided by the school. It is recommended that students keep an inexpensive pair of earbuds in their locker or backpack.

Printing

- Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate
- Students will be able to print from their Chromebooks to designated student printers.
- Students may set up their home printers to print from their Chromebooks from home. Please click [HERE](#) for instructions

Managing and Saving 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.
- Please refrain from storing files on the internal storage of the Chromebook, or external flash drives.

Charging at School (Grades 6-8)

Students should bring their chargers to school daily and keep them in their carry bags if they need to charge their Chromebooks. If a charger is forgotten at home, please speak to your teacher or visit the helpdesk for assistance, and you *may* be issued a loaner Chromebook (if available, however not guaranteed) while your device charges.

Charging at School (Grades 9-12)

Students should not bring their charger to school. If you need to charge your Chromebook during the day, talk to your teacher, or bring the device to the school-based helpdesk and you may be issued a loaner while your device charges.

Loaner Chromebooks (Grades 3-12)

If you forget your Chromebook at home, speak to your teacher or go to the Learning Commons first thing in the morning to get a loaner Chromebook for the day. Loaners are available on a limited, first-come first-served, short-term basis and should not be taken home at the end of the day.

Outside of School (Grades 3-12)

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection is required. Students are expected to follow the guidelines of the Acceptable Use Policy whenever using a district owned device. Mandatory web filtering is provided on all district owned devices when students are connected outside of the Scarborough Schools campus. We filter content the same onsite and offsite. Any attempt to disable or circumvent the filtering on a device will be referred for discipline.

Web filtering is only one tool we should use to keep children safe online. Digital citizenship programs and keeping a watchful eye on what children are doing at all times is the best formula.

Software

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported by and managed by the district. Hardware or software modifications to the device may void the agreement the student has with the district, and require the student to pay for a replacement of the device.

- **GSuite**

Chromebooks seamlessly integrate with the GSuite productivity and collaboration tools. This suite includes Google Docs, Sheets, Slides, Forms, and Google Classroom. All work is stored in the cloud.

- **Updates**

The Chromebook operating system, ChromeOS, updates itself automatically. Students should restart their Chromebooks occasionally to apply the updates

- **Virus Protection**

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Privacy Expectations

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines. Only school issued accounts can be used with a Chromebook.

The district has a list of approved applications for students. It is understood that even approved applications will collect a reasonable amount of Personally Identifiable Information (PII), such as first and last name, and email address of the user. Scarborough School District complies with all State and Federal privacy regulatory requirements including FERPA, CIPA, and PPRA.

Google Accounts & All Other School/Classroom Used Resources

Accounts remain the property of Scarborough School Department along with all web based storage. At any time, the district may choose to access, suspend, or revoke access to these accounts without prior notifications.

Remote Access

No member of Scarborough School Department can remotely access a Chromebook without the user's permission. At no time do they have the ability to activate the device's camera or microphone remotely.

Appropriate Use and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students adhere to the SSD Acceptable Use Policy at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following responsible use guidelines:

CLEAR = Considerate, Legal & Ethical, Appropriate and Responsible

Considerate:

People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

Legal & Ethical:

Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. Respect the privacy of others, ask permission before taking photographs, video or audio recordings, illegally copied or downloaded software, files, pictures, music or games may not be used on SSD computers. (it is a good general practice to link to others' work rather than reproduce it)

Appropriate:

School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material is viewed or received, it is the responsibility of the recipient to delete them.

Responsible:

Ensure that care is taken with all hardware, software, shared resources (printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

SIGNATURES

By signing below, I hereby acknowledge that I have completely read, fully understand, and agree to Scarborough School Department's Chromebook Care & Use Guide, as well as Scarborough School Board policies IJNDB (Student Computer and Internet Use), IJNDB-R (Student Computer and Internet Use Regulations), JFCK (Student Use of Privately-Owned Electronic Devices at School) and the Scarborough School District's Staff & Student Use of Generative Artificial Intelligence Administrative Guidelines.

Parent/Guardian Name: _____

Student Name: _____

Parent/Guardian Email: _____

Parent/Guardian Signature: _____

Date: _____