

Centreville Chromebook Agreement

The following information refers to the use of an individual student computing Chromebook. Students are also required to follow all of the guidelines outlined in the Centreville Public School's current "Personal Communication and Electronic Devices Policy" within the Student / Parent Handbook. Please refer to the Centreville Public School's website for the most up-to-date information.

Care and Maintenance of the Chromebook:

1. Do not attempt to gain access to the internal electronics to repair your Chromebook. If your device fails to work or is damaged, report the problem to the school's main office as soon as possible. Chromebook repair/replacement options will be determined by the administration. You may be issued a temporary Chromebook or other materials until your device is working properly or replaced.
2. Never leave your Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks will be collected and stored in the school's main office.
3. Never expose a Chromebook to long-term extremes in temperature or direct sunlight. An automobile is not a good place to store a Chromebook.
4. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
5. Avoid placing weight on the Chromebook. Never throw or slide the Chromebook.
6. Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
7. Each Chromebook has a unique identification number and inventory tag, and at no time should the numbers or labels be modified or removed.
8. Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual, and the responsibility for the care of the Chromebook rests solely with that individual.
9. The Chromebook is an electronic Chromebook and care must be exercised when handling it. Never throw a bookbag that contains a Chromebook. Never place the Chromebook in a book bag that contains food, liquids, or heavy or sharp objects.
10. The Chromebook is designed for daily use; therefore, each Chromebook must be charged and ready for use each school day. Chromebooks can and should be charged at home.
11. If the Chromebook is stolen, the student should immediately notify the school administrator. The filing of a police report by the parent may be advised at that time.
12. Students who un-enroll from Centreville Public Schools during the school year must return the Chromebook, along with any issued accessories, at the time they leave the district. The Chromebook and all accessories should be returned to the school's main office. Failure to return a Chromebook in a timely fashion may result in legal action.

Cost of Chromebook and Accessories:

1. The replacement cost of the Chromebook is approximately \$275 and includes the Chromebook, case, and charger.
2. When a Chromebook needs to be repaired, the student/parent will be responsible for a \$70 deductible. If the damage is caused by student negligence or willful destruction, the student/parent may be charged the full replacement cost of the Chromebook.
3. Any damage that occurs while the Chromebook is out of the case will be the full responsibility of the student.
4. It is the student/parents' responsibility to cover the cost of district-issued accessories in the event of theft, loss, or damage due to abuse or misuse. Cost for accessory replacement includes, but is not limited to:
 - a. Power Charger and Cable (\$25)
 - b. Case (\$25)

Distribution of Chromebooks:

1. A parent/guardian may choose not to have their child participate in the Chromebook take-home program by sending written notification to the Building Principal. In this event, students will be issued a Chromebook, but will not be able to take the Chromebook home. Students who do not participate in the Chromebook take-home program will pick up and return their Chromebook to an area designated by the Building Principal daily. Centreville Public Schools cannot guarantee equal access to materials and/or quality of materials to students opting out of the Chromebook take-home program.
2. Chromebooks will be distributed after a student has enrolled at Centreville High School or Centreville Middle School and collected at the end of the senior year. Chromebooks not turned in by the last day of school will be treated as lost or stolen Chromebooks, which may include additional fees and possible legal action.

Student Use of the Chromebook:

1. The Chromebook is the property of Centreville Public Schools and, as a result, may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school-supplied or -supported email service.
2. The Chromebook comes equipped with a camera and video capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school-related activity.
3. Students are responsible for bringing their Chromebook to school fully charged every day unless otherwise directed by a staff member. Failure to bring a Chromebook or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including a Chromebook, the student may be subject to disciplinary action.
4. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.