

CFA/CHS Chromebook Procedures 2025-2026

Purpose:

To promote responsible care and use of school-issued Chromebooks. These procedures are designed to protect school property, guide student accountability, and define consistent steps for addressing damage, loss, or neglect.

General Chromebook Expectations

- Chromebooks should be used for school purposes only.
 - Students are responsible for the Chromebook assigned to them.
 - Chromebooks must be brought to school each day fully charged.
 - No food or drinks should be near the Chromebook.
 - Chromebooks should be kept in a secure location when not in use.
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Damage (caused by careless or negligent use) and/or Lost Chromebook

1st Incident: (e.g., cracked screen, broken keyboard/trackpad, broken hinge, lost/missing, etc.)

- Teacher submits chromebook ticket on behalf of student
- Student completes a **Digital Responsibility Form** acknowledging 2nd offense consequences and is documented on the student's record
- Loaner chromebook is issued
- Parent contact is made

2nd Incident:

- Media Center submits repair request
- Chromebook restrictions may apply (classroom-only use, check-in/check-out daily)
- Student is referred to administration
- Admin determines additional disciplinary actions

 *Note: Intentional damage will immediately escalate to administrative review, regardless of the number of previous incidents.*

Intentional Damage or Tampering

- Any evidence of intentional damage (e.g., breaking the screen intentionally, removing keys, writing on device) will result in:

- Immediate report to school administration.
 - Possible Chromebook restrictions and disciplinary consequences.
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Charger Policy

- Each student receives ONE charger free of charge.
- If a student loses their charger:
 - Student is responsible for purchasing a replacement charger. Replacement chargers are not available for purchase at school and must be bought externally.
- If a charger stops working:
 - Student must bring it to the Media Center.
 - If there are no signs of damage and the charger is faulty, the school will replace it for free.
 - If damaged, student must purchase a new charger.
 - Damaged chargers (frayed wires, bent pins, water damage) will not be replaced by the school and student must purchase a new charger externally.
- If a charger is **lost**, student must purchase a replacement.