



Chromebook Handbook for K-12 Parents & Students

PROCEDURES, RESPONSIBILITIES, & EXPECTATIONS

About the JCSS 1:1 Chromebooks for Students Initiative

OVERVIEW

As part of our focus on creating remarkable experiences within a personalized learning environment, the one-to-one (1:1) Chromebook Program at Jackson County Schools aims to provide each student with a highly effective mobile computing device for instructional/educational use throughout the day.

INSTRUCTIONAL PURPOSE

Chromebooks provide access to digital tools and instructional resources that are key to empowering our 21st Century Learners. These devices amplify the depth and breadth of the learning experiences for each individual student by creating numerous opportunities for authentic learning and alternative demonstration of mastery.

A 1:1 learning environment also serves the purpose of preparing our students for the globally-connected and digitally-enhanced workplace. For students entering the university system, an educationally-driven device prepares them for a modern collegiate experience by embedding their learning safely into a digital space through an instructional lens. The benefit of utilizing a school-owned device for students instead of a Bring-Your-Own-Device initiative includes bridging the equity gap so that every student, regardless of socioeconomic status, has access to a reliable device and giving students access to the world of learning in a secure network and filtered environment.

This handbook outlines the procedures and policies for families to protect our school system's Chromebook investment and to maximize the learning opportunities of our students.

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1. Receiving Chromebooks

1.1 Chromebook Distribution / Pick Up

Chromebooks will be distributed for all regularly enrolled students during two timeframes:

1. Fall semester Open House, Chromebook Orientation, or other school-identified date
2. Within the first two weeks of the school year

1.2 Required Forms and Fees

Parents/Guardians and students MUST read this handbook and sign the agreement at the end of it before a Chromebook can be issued.

1.3 Device Registration Process

Upon submission of the required forms and fees, students will receive a Chromebook. The Chromebook will be officially registered to the student by the school computer technician through scanning the identification tag (barcode) of the device into the centralized JCSS Technology Inventory system.

1.3.1 Chromebook Identification Tags

All Chromebooks in Jackson County Schools are tagged with a barcode and inventoried district-wide. Any attempt to remove, hide, and/or modify any JCSS and school-specific identification tags will be subject to disciplinary action.

2. Returning Chromebooks

2.1 During the School Year

All individually-assigned student Chromebooks may be recalled for specific time periods during the school year to support state and district-wide mandated assessment.

2.2 Summer Collection of Devices

All school Chromebooks and accessories (power cables, cases, etc.) will be housed at the school for inventory, updates, and repairs as needed. Under some circumstances, devices will be allowed to remain with students during summer.

2.3 Early Withdrawal / Transfer

All students who leave the school system during the school year, including school system transfer, registration withdrawal, and early graduation MUST return his or her individually assigned Chromebook to the school computer technician by the day of the termination of enrollment at Jackson County Schools. Failure to return the device may result in placing a hold on student records until the device is returned.

2.4 Failure to Return Chromebook

In the event that a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, the following will take place:

- The student's assigned Chromebook will be marked as stolen and a theft report will be filed with the local police department.
- The student and his or her parents/guardians will be billed for the full replacement cost of the Chromebook.

2.5 Returning Damaged Chromebooks

Students are responsible for any damage to their individually-assigned Chromebook and must return his or her device and accessories in satisfactory condition. Failure to maintain the device will result in disciplinary action.

3. Caring for Chromebooks

3.1 General Precautions

Each student is responsible for the general care of his or her school-issued Chromebook.

3.1.1 External / Environmental Issues

As a general rule to prevent liquid damage, no food or drink is allowed next to your Chromebook while it is in use. To prevent damage due to extreme heat or cold, students should not cover any vents on the device or leave their Chromebooks in a car or in a place exposed to extreme temperatures for long periods of time.

3.1.2 Personalizing / Altering the Chromebook Shell

Please do not add writing, drawing, or stickers to the actual device shell (the "shell" is the official term for the cover/container holding the hard drive, keyboard, and screen).

You may use a cover, especially if provided by the school, that you can customize. The only tag or sticker all student Chromebooks must have is the Jackson County School System identification label and barcode. This label must never be removed or altered in any way. If your label is missing, please see your school computer technician immediately.

3.2 Reporting Breakage / Functionality Issues

If your Chromebook is broken or is not working properly in any way, the Chromebook **MUST** be taken to the media center or the school computer technician's office as soon as possible so the problem can be evaluated and subsequently fixed on-site or sent off for repair if needed.

Do not take a school- or district-owned Chromebook to an outside computer service for any type of repairs or maintenance. Doing so may result in permanently disabling the device and the student may be subject to disciplinary action.

3.3 Using and Carrying Chromebooks

3.3.1 Screen Care

The Chromebook screen, like any laptop screen, can be damaged if subjected to rough treatment. In particular, care must be taken to avoid placing pressure and/or weight on the Chromebook screen.

Nothing should be placed on top of the Chromebook as this may result in a broken screen. When Chromebooks are closed and placed on a flat surface, do not stack books or textbooks on top of the Chromebook. Do not place book bags or satchels on top of the Chromebook.

Nothing should be used to write on the screen. The chemicals in the markers will cause damage over time.

3.3.2 Using / Carrying Chromebooks During Class

While the Chromebook is being used during class, no objects should be placed on the keyboard. Whenever the Chromebook is moving, the device should be closed. While the Chromebook is being used during class, students should not pick up and transport the Chromebook with the screen open. Doing so increases the risk of dropping the Chromebook or incurring other accidental damage.

Closing the Chromebook screen while in use will not delete a student's work and will not completely shut down the computer. The Chromebook will go into a "sleep" mode. Once

the screen is open again, students will be prompted to enter their Google for Education account password and students will have uninterrupted access to their work again.

When the device is not in use, the Chromebook should be stored inside a student's own backpack/bookbag or tote/bag and not on top of the desk or table.

3.3.3 Carrying / Transporting Chromebooks Between Class

Similar to [Section 3.3.2](#), whenever the Chromebook is moving, the device should be closed as this prevents drops and damage. Do not “bump” or “drop” the Chromebook against lockers, walls, car doors, floors, etc., as it could possibly break the screen. As a general rule, to best prevent this type of damage, **DO NOT WALK WITH YOUR CHROMEBOOK OPEN, ESPECIALLY IN HALLWAYS AND COMMON AREAS.**

Students must be purposeful and careful when placing the Chromebook within its case (if applicable / if the school provides a case or sleeve) and into backpacks or bags. The best location for a Chromebook in a backpack/bookbag is at the front so no textbooks or heavy objects rest on top or adjacent to the screen cover.

3.4 Hardware and External Devices

Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Students should never transport their Chromebooks with any external device plugged into the power or USB/HDMI ports, as this may damage the port.

4. Protecting and Storing Chromebooks

4.1 Account Security

All Chromebooks in the Jackson County School System are set up so that only a JCSS Google account [also known as a Gmail address] can log into the Chromebooks. External accounts will not be able to log into the Chromebook and the district will not issue additional accounts for parents, guardians, or other persons in the student's family and/or household.

Students should never share their login credentials, especially their password.

4.2 Sharing Chromebooks

As the Jackson County School System is providing every individual student with a Chromebook, students should never share their devices.

4.3 Storing Chromebooks

The student is responsible for bringing his or her Chromebook to all classes, unless specifically advised not to do so by their teacher. (SEE [Section 5.2](#) of this handbook for more information)

When a student is not using his or her Chromebook during or between classes, the Chromebook's screen should be fully closed and the device should be secured and stored in a manner that would minimize the risk of dropping, bumping, or damaging the device (SEE [Section 3.3.3](#) of this handbook for more information)

4.4 Chromebooks Outside the Classroom

The student is responsible for keeping up with his or her own Chromebook.

Under no circumstances should Chromebooks be left or stored in unsupervised school areas, such as the school grounds, the media center, the cafeteria, locker rooms, empty classrooms, common areas, and hallways. A Chromebook left in any of these areas or similar spaces is in danger of being stolen.

If you find a Chromebook with no evident owner around, please turn in that Chromebook immediately to a member of the school faculty and staff.

5. Expectations for School Chromebook Usage

5.1 Charging Your Chromebook

Elementary school students are responsible for returning their Chromebook to the designated charging area of the classroom at the end of each day.

Middle and high students are responsible for bringing a fully charged Chromebook to school each day for class use. Our school buildings are not equipped with enough outlets per classroom to allow large groups of students to charge their Chromebook. We encourage students to leave their chargers at home to prevent loss or theft of those items as JCSS will not replace lost or stolen chargers.

When fully charged, the Chromebooks issued by Jackson County Schools have a battery life of 7 hours to 8 hours of continual use.

5.2 Chromebooks Left at Home

Elementary school Chromebooks will be left in the classroom at the end of each day.

Middle and high school students are responsible for bringing their district-issued Chromebook to school each school day.

5.3 Chromebooks Under Repair

When a Chromebook is damaged and submitted for repair, students will be given a temporary Chromebook so learning and instruction are not interrupted.

Per [Section 6.4](#) in this handbook, students who repeatedly damage their Chromebooks will be penalized and eventually will lose the privilege of being issued a JCSS device. This applies whether the Chromebook in a student's possession at the time is his or her originally issued Chromebook or his or her temporarily issued Chromebook.

5.4 Student Personal Chromebooks/Other Devices

There will be no support provided for student-owned devices.

Similarly, students may not substitute their own device from home. The district-provided Chromebook includes a domain management license with specialized parameters and technical specs that optimize the device to be used instructionally and within the JCSS network.

6. Damaged, Lost, and Stolen Chromebooks

6.1 Reporting Damage

Students must report all device damages or the theft/loss of the device to the school leadership and/or the school computer technician within one (1) school day.

Failure to report damage in a timely manner not only negatively impacts instruction and learning, but also may result in disciplinary action.

6.2 Intentional or Repeated Damage

Students are expected to treat their Chromebooks with the utmost care. While the system understands that accidents happen, it is not sustainable for them to continually be repeated.

Students who have damaged or vandalized their Chromebook will be subject to disciplinary action within their school. Students who repeatedly damage Chromebooks will lose the privilege of being issued a JCSS device.

Incidents of damage are cumulative regardless of the device currently being used by a student, whether it is his or her originally issued Chromebook or his or her temporarily issued Chromebook while the original Chromebook is being repaired (SEE [Section 5.3](#)).

6.3 Lost and Stolen Chromebooks

All district-issued devices are the property of the Jackson County School System. If a device is damaged, lost, or stolen during the time that it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian will be responsible for paying the fines outlined in this document. If the device is stolen during the time that it is issued to the student, the student and the student's parent/guardian will be responsible for filing a police report and submitting a copy to the school's administration and computer technician.

6.4 Repair Fees

Chromebook damage will be reviewed by a school administrator on a case-by-case basis. Should an administrator determine that a fee should be charged, these charges will be assessed:

- Charger - \$25
- Camera/microphone - \$15
- Battery - \$50
- Trackpad - \$50
- Screen - \$50
- Keyboard - \$50
- Lost, stolen, or damaged beyond repair - \$300

JACKSON COUNTY SCHOOL SYSTEM

STUDENT/PARENT 1:1 CHROMEBOOK RESPONSIBLE USE POLICY

All students are issued a device for their educational use during the instructional day. We believe that if reasonable precautions and care are taken in the use of the device, the device should not experience physical damage. Each student and parent is asked to read this form carefully.

PROPER CARE AND PRECAUTIONS

1. I/We understand that the device is the property of the Jackson County School System.
2. I/We understand that the student is responsible for the care of the device during the school day.
3. I/We understand and agree to abide by the rules and regulations of the JCSS Acceptable Technology Use Policy. Failure to abide by this policy will result in disciplinary action.
4. I/We understand that devices will be returned at the end of the school year or upon transfer or withdrawal from Jackson County School System. Any missing devices at the end of the school year may result in a police theft report and disciplinary actions.
5. I/We understand that I/we must report all device damages or the theft/loss of the device to the building designee within one school day.
6. I/We understand that the device must be in a backpack when being transported as a reasonable precaution against damage, theft, or loss. Devices should not be carried by hand between classes.
7. I/We understand that devices must remain free of any writing, drawing, stickers, or labels that are not the property of the district. Only labels or stickers approved by the school system may be applied.
8. I/We understand that I/we will be responsible for all repair/replacement charges associated with device damages caused intentionally, through a lack of reasonable precautions (negligence), or loss/theft. Cost will be set by repair professionals authorized to act in such capacity as part of the agreement between the school district and the manufacturer.
9. I/We understand that, unless instructed otherwise by a teacher, all students must have their fully charged device with them each day for every class.

MAINTENANCE, DAMAGE, AND REPAIR INFORMATION

1. I/We understand that in order to qualify as accidental damage, damages must result from an accident. Details of the accident must be submitted with every accidental damage claim to the School Computer / Support Technician. Accidental damage protection only covers operation or structural failures resulting under normal operating conditions and handling due to unintentional drops or bumps of the product, an electrical surge that damages the product's circuitry, or failure of the integrated LCD screen. For example, the following is NOT considered accidental damage: screen breakage due to headphones or other items being shut in the lid (for a computer), anything being dropped on the keyboard or screen, or stepping or sitting on the keyboard or screen.
2. I/We understand that if, in the opinion of the building administration, it is felt that the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the device, students will face disciplinary action.

JACKSON COUNTY SCHOOL SYSTEM

ACCEPTABLE TECHNOLOGY USE POLICY

It is the belief of the school system that the use of telecommunications, including the Internet, in instructional programs is an educational strategy that facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It shall be the policy of the Board of Education that the school system shall be compliant with the "Protecting Georgia's Children on Social Media Act of 2024" (The Act) and have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000 (CIPA) and is compliant with The Act; and
2. Procedures or guidelines developed by the Superintendent and his/her designee(s), including administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in CIPA and The Act. Such procedures or guidelines shall be designed to:
 - a. Provide reasonable opportunities and procedures for parents/guardians of students to confer and collaborate with school administrators and teachers regarding appropriate internet access for such students;
 - b. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - c. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - d. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
 - e. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors;
 - f. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA and The Act.
 - g. Provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyber bullying, and how to respond when subjected to cyber bullying.

- h. Establish appropriate enforcement measures in response to:
 - i. Students against students and school employees who willfully intentionally violate the acceptable-use policy, whether or not such student or school employee was, at the time of such violation, on school property, on a school bus or other school vehicle, at a school related function, or elsewhere, provided that such measures include disciplinary measures; and
 - ii. A person who is not a student or school employee who violates the acceptable-use policy, whether or not such person was, at the time of such violation, on school property, on a school bus or other school vehicle, at a school related function, or elsewhere;
 - iii. Provide for administrative procedures to: enforce the acceptable-use policy; for administrative procedures to address complaints regarding possible violations of the acceptable-use policy which, at a minimum, require that each complaint is responded to in writing by an appropriate school or local school system official; and provide for expedited review and resolution of a claim that the application of the acceptable-use policy is denying a student or school employee access to material that is not within the prohibitions of the acceptable-use policy.
 - iv. Each parent/guardian shall be provided a copy of the acceptable-use policy, as well as the student Code of Conduct addressing its enforcement and related consequences.
 - v. Upon written request, each parent/guardian shall be provided a copy of the school district's acceptable use policy, information regarding the administrative procedures in effect to enforce the acceptable use policy, and to address complaints about such enforcement.