



# Timberlane Regional School District Chromebook Care and Use Guide

A Resource for Students & Parents / Guardians

## Taking Care of Your Device

Student care of the device begins on the first day of receiving their assigned device. General care includes using and handling it properly at all times. If a student finds that their device is not working, it must be taken to the tech office **as soon as possible** so it can be examined by the school district. Devices should never be taken to an outside computer service for any type of repairs or maintenance.

### Students should adhere to the following guidelines:

- ✓ No food or drink should be near the device.
- ✓ Cords, cables, and removable storage devices must be inserted carefully.
- ✓ Damage done to the device due to pets is a student's responsibility.
- ✓ The device should not be exposed to extreme temperatures (hot or cold), such as leaving it in a car.
- ✓ The devices must remain free of any writing, drawing, or non-removable stickers.
- ✓ Removable stickers should not cover any labels or information about the device. Stickers may need to be removed and might not be returned if brought in for repairs.
- ✓ No foreign material including but not limited to paint or any resins shall be applied to the Chromebooks.
- ✓ Always transport the device with care.
- ✓ Never lift, carry, or store the device with the screen open.
- ✓ Do not put pressure on the top of the device when it is closed.
- ✓ Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, earbuds, etc)
- ✓ Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

**TRSD Acceptable Internet Use Policies and Procedures – Students (JICL-R) linked [HERE](#)**

**School District Internet Access Consent Form for Students (JICL-X) linked [HERE](#)**

## Chromebook Management & Content Filter

While using TRSD WIFI or a district device, you consent to have the device managed by Timberlane. Devices should be used for educational purposes and students are to adhere to the TRSD policies, guidelines, and the Student Handbook.

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA) to prevent students from accessing harmful content. This filter also logs user activity, including those websites accessed by the end user. Devices will also be filtered off campus. It is up to parents/guardians to monitor behavior.

## Device Identification

The Chromebook is the property of Timberlane Regional School District. All Chromebooks will be labeled with a name tag that pertains to the specific serial number. Barcodes and name tags may not be modified or tampered with in any way. **PLEASE DO NOT PUT STICKERS OVER THE NAME TAG.**

Each student will be assigned the same device for the duration of their time at Timberlane Regional Middle / High School, please take good care of it.

## Managing and Saving Your Digital Work

A majority of the student's work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile internet devices. Some files may be stored on the device's hard drive (such as downloads). The district will not be responsible for the loss of any student work.

## Forgetting Your Device at Home

Students who do not come to school with their device may go without a device for the day if a loaner device is not available. Making up any work that was missed by not having a device that day is at the discretion of each teacher.

## Device Repair / Replacement

The administration and the technology department will determine whether damage was normal wear and tear or destructive activity. If the device has been damaged due to destructive activity, a loaner may not be offered. Any financial responsibility will be determined and communicated to parents. Loaners must be returned before a repaired device can be picked up.

**Middle School** - Students requiring Chromebook repair will bring the device to the Tiger Techs window. They can also submit an "IT Support Request". If a loaner is needed, one will be provided.

**High School** - Students should bring their Chromebooks to the Tech Office if they need repair. A loaner will be issued if necessary.

Students are responsible for the replacement of lost or damaged Chromebooks and chargers. Students that do not purchase the product protection plan through the district are responsible for the costs of all repairs.

Screen replacement will be offered two times under the TRSD Protection Plan.

## Replacement Costs

Students not covered by the TRSD Chromebook Protection Plan, projected repair or replacement costs are as follows:

Screen	\$ 21.95
Lenovo Keyboard/touchpad	\$ 49.95
Lenovo Bezel	\$ 17.95
Lenovo Camera	\$ 24.95
Lenovo Power adapter	\$ 15.95
Replacement Device	\$190.00

*Prices are subject to change.*