# Chromebook Guidelines & Cyber Citizenship

**Using your Chromebook at School**

- Chromebooks are intended for educational purposes.
- Students must be responsible for bringing their Chromebooks to all classes.
- Students who leave their Chromebooks at home will need to request the use of a spare in each class.

**Charging your Chromebook**

- Chromebooks must be brought to school fully charged. A fully charged Chromebook will last 8-10 hours.
- Students should charge their Chromebooks at home each evening because charging locations within the school are limited.
- If a student does not bring a charged Chromebook to a class, a limited number of spares will be available for use during that class period.

**Storing your Chromebook**

- Chromebooks should be powered OFF before storing to preserve battery life and internal hardware. If the Chromebook is taken home over the summer it should be charged periodically to save the battery from being damaged. If students store a Chromebook at 0%, any remaining power will discharge completely and can cause irreparable damage to the battery.
- When students are not using their Chromebooks, they should store them in a secure location.
- Nothing should be placed on top of the Chromebook when stored.
- Chromebooks should **not** be stored in a vehicle for security and temperature control measures. If a Chromebook is accidentally left in either a very hot or very cold vehicle, bring it indoors and allow the device to reach room temperature before turning it on.

**Chargers**

- Students are responsible for the Chromebook charger. If the charger is damaged or lost, it will be the student's responsibility to pay for a replacement.

**Chromebooks Needing Repair**

- It is the responsibility of the student to report technical issues to the media specialist.
- Students will return any units that are defective, damaged, or in need of repair to the media specialist. The media specialist will check out a loaner for the student to use.
- Loaner units will be older but functional devices.
- The student Chromebook will be given back after repairs and when the loaner has been returned. If the Chromebook cannot be repaired, the student will receive a replacement.

**Lost Chromebook**

- You will be charged for a replacement Chromebook if yours is not found.

**Stolen Chromebook**

- If you suspect that your Chromebook has been stolen a parent/guardian will need to file a police report and notify the school as soon as possible.
- Once the police report has been filed, a copy will need to be provided to the school.
- When the school receives a copy of the police report a replacement Chromebook will be issued.

**Filtering**

- Student Chromebooks are managed and are the property of Greene County Public Schools.
- For security purposes, Internet filtering is functioning at school and home.
- Some legitimate sites may be blocked because they appear uncategorized in the system. You can request a site to be unblocked, and upon review, we can open it up for you. Make these requests through your teacher.

**Carrying Chromebooks**

- Transport Chromebooks with care. Chromebook lids should always be closed and tightly secured when the device is being moved.
- Never move a Chromebook by lifting it from the screen. Always support a Chromebook from its bottom.
- **Case use is encouraged.**

**Screen Care**

- Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure. Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not poke the screen with anything that will mark or scratch the screen surface. Use a stylus or your finger.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Chemical solvents, such as Clorox wipes, can damage the Chromebook screen.

**General Precautions**

- Food +/or drink should not be consumed near your Chromebook.
- Cords, cables, and removable storage devices must be inserted or removed carefully to avoid damaging the Chromebook's ports.
- Never transport your Chromebook with the power cord plugged in.

**Cyber Citizenship**

- **Treat others the way you want to be treated.** Keep your comments positive; be truthful, and polite. Think twice about what you are saying before you post or send. Ask yourself, "Would I say this to someone's face?"
- **Be safe.** Don't share any personal information, passwords, addresses, etc. with someone you don't know.
- **Be aware.** We all need to look out for each other. If you see something that could be dangerous or hurtful, report it to an adult (parent, teacher, counselor, or administrator).
- **Be careful.** Do not click on any suspicious links or emails that you do not recognize. Phishing is a tactic used by cyber attackers with ill-intentions. It only takes one wrong click to cause catastrophic issues.
- **Follow copyright laws.** If you did not create it, you do not own it. Be sure to give credit if you reuse or repost. Ask permission if required.
- **Do not believe everything you read.** Just because it's written online doesn't mean it's true. Fact check!
- **Do not post anything that you don't want to last forever.** Once you post something online, it is out there forever. Just because you delete it, it does not mean it is deleted from cyberspace.
- **Suspicious Email.** If you receive an email from an unknown sender do not open it, just delete the email. Never click on a link if the email appears off.

## Phishing & Safe Clicking

- Think before you click. Cybercriminals often use fake emails, websites, pop-ups, QR codes, and messages to trick people into giving away passwords or personal information.
- Never click links, open attachments, or download files from someone you do not know or from messages that seem unusual—even if they appear to come from a friend or teacher.
- Check before you trust. If an email, website, or message asks you to log in, share information, or claims you've won something, verify it with a teacher or trusted adult first.
- Never share your password with anyone except a parent/guardian or authorized school staff member.
- If something doesn't look right, stop and ask. One careless click can put your personal information and the school network at risk.
- Report suspicious emails, pop-ups, or websites to your teacher or the school technology department immediately. Click on the Phishing Reporting icon in your email to report suspicious messages.