

Jackson Christian

Digital Learning Handbook

2026-2027

Revised July 2026

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21ST CENTURY DIGITAL LEARNING ENVIRONMENT

The Jackson Christian School 21st Century Digital Learning Environment is a 1:1 program designed to equip our teachers and students with advanced instructional technology, training, and engaging tools. This will prepare our students for exemplary lives of Christian leadership and service in the 21st Century.

MISSION STATEMENT

The mission of Jackson Christian is to offer our community a Christ-centered education through academic and student experiences that foster intellectual and spiritual growth.

VISION

JCS will engage students consistently in the higher order cognitive domain with innovative pedagogies and 21st century methodology. JCS will continually invest in faculty training to further expand and enhance the learning environment.

OBJECTIVES

- Enhance, reinforce, and magnify the JCS Portrait of a Graduate
- Improve and enhance cognitive skills as measured by standardized testing
- Equip our students to be interactive and discovery-based learners
- Improve digital navigation literacy and citizenship
- Empower our teachers by providing optimum instructional tools, training, and support

INSTITUTIONAL CORE VALUES

Love (I Corinthians 13:4-7; John 13:3)

- **In classrooms & relationships:** Show patience, kindness, and genuine care toward classmates and teachers.
- **In action:** Build a culture of encouragement by speaking life, helping others through challenges, and making space for everyone to belong.

Respect (I Peter 2:17; Luke 6:32; Romans 12:10)

- **Interpersonally:** Treat everyone—peers, teachers, substitutes, and even opponents—with honor and dignity.
- **Environmentally:** Care for campus spaces, respect others' property, and follow school expectations as acts of stewardship and integrity.

Service (I Peter 4:10; Matthew 25:35-40)

- **With a servant's heart:** Embrace humility and look for ways to put others first, reflecting Christ's love in daily interactions.
- **Personally:** Use your gifts—whether tutoring, mentoring, or helping with simple tasks—to serve joyfully and sacrificially.

Biblical Truth (John 14:6; John 16:3)

- **In learning:** See every subject—math, science, literature, and beyond—through the lens of Scripture, knowing that all truth is God's truth.
- **In life:** Let God's Word shape your thinking, decisions, conversations, and actions.

Integrity (Psalm 25:21; 2 Corinthians 8:21; Proverbs 10:9)

- **Ethically**: Be honest in all things—complete your work faithfully, admit mistakes, and make right choices even when no one is watching.
- **Consistently**: Let your life be whole and undivided—living with the same character in public and in private.

Leadership (1 Timothy 4:12; Philippians 2:13)

- **By example:** Lead through Christ-like action—showing humility, responsibility, and compassion in every setting.
- **Through influence:** Use your voice to inspire others, stand for what's right, and be a force for good in your school, church, and community.

Academic Excellence (Colossians 3:23; Proverbs 1:5)

- **In your daily work:** Give your best effort in all assignments—not just for a grade, but as an offering of worship and personal growth.
- **In your mindset:** Embrace curiosity, push through difficulty, and keep learning—even when it's hard. It's part of becoming who God made you to be.

Perseverance (Romans 5:3-5; James 1:2-4)

- **In tough moments:** When things get hard—at school, in sports, or in life—don't give up. God can use failure and frustration to grow you.
- **In your journey:** Stay faithful. Mistakes are lessons, and setbacks are part of the story God is writing in your life.

DIGITAL CITIZENSHIP POLICY

At Jackson Christian, we believe that our greatest calling in this life is to “love the Lord your God with all your heart, all your soul, and all your mind” (Matt. 22:37).

We believe that as Christians and as responsible citizens, we must be legal and ethical in everything that we do. Self-control and self-discipline are essential to a high quality of life. It is our goal that every JCS student will grow in self-control, particularly as it relates to their use of digital devices. It is our desire that each student will leave JCS with a digital citizenship that reflects a personal walk with and commitment to Christ. We believe the following “I statements” describe an appropriate use of technology at Jackson Christian.

Internet Safety	● I will choose websites that are good for me to visit and avoid sites that are not appropriate. ● I will not reveal private information to a person I know only online. ● I will tell an adult if an online conversation makes me feel uncomfortable.
Privacy & Security	● I will create and keep strong and secure passwords. ● I will guard against identity theft by being careful about the information I share online. ● I will deal with spam in a responsible manner. ● I will confirm that a site is secure before giving private information online. ● I will be aware of the ways that companies collect data online and use it to personalize content for web users.
Relationships & Communication	● I will use appropriate language in my online work. ● I will use appropriate language in my online conversations with teachers and other students. ● I will be aware of how my words reflect Jesus to others. ● I will be aware of the impact that screen time has on my relationships and me.
Cyberbullying	● I will not use cruelty in my language or bully anyone online. ● I will inform an adult if I feel that I am being bullied online. ● I will not stand by as someone else is bullied online. ● I will not use a camera or video recorder in a bathroom, locker room, or other private space on campus.
Digital Footprint & Reputation	● I will remember that the information I post online can be searched, copied, and passed on without my knowledge. ● I will protect the privacy of others when posting information about them online. ● I will be careful about carrying out romantic relationships online.

Self-Image & Identity	● I will remember that I am uniquely and wonderfully made by God and will use technology in a way that affirms my value to Him. ● I will not take inappropriate pictures of myself or allow them to be taken. ● I will take responsibility for the image of myself that I portray online.
Information Literacy	● I will put my name and date on anything I share digitally. ● I will use good practices to determine the reliability of information found on websites. ● I will learn effective searching techniques. ● I will cite all online sources.
Creative Credit & Copyright	● I will know when and how it is ok to use the work of others and credit it appropriately. ● I will not copy the work of others and present it as my own. ● I will understand and practice fair use principles. ● I will know what is legally and ethically appropriate.
Accountability	● Philippians 4:8 will be the litmus test for websites. Therefore, I will not access material through the Internet that is offensive (e.g. pornographic), dangerous, illegal or inappropriate. ● I will not pass on such material by copying, storing, or printing it. ● I will remove immediately from the screen any materials that would not be allowed at school, which I accidentally come across, and tell the teacher right away. ● I will not bypass filters placed on the JCS network. Examples include but are not limited to: using proxies or using cellular connections of any kind (cell phones, iPads, etc.). ● I will allow any JCS staff member full access to any personally owned technology that I bring to campus (iPad, cell phone, computer, etc.) at any time, and I will supply passcodes and passwords necessary to access the device. ● I will not use private browsing. ● I will not delete Internet history. ● I will not represent the school in any official or semi-official capacity without permission from the Dean of Students. This includes using the name of the school in a username or group name or using the school logo anywhere online (i.e. Twitter, Facebook, Instagram, etc.). ● I will limit the time I spend online. ● I will follow the classroom rules of each teacher as marked on the Digital Citizenship Policy poster in their room.

PARENT INFORMATION

HOME EXPECTATIONS

While Chromebooks, iPads, and laptops will serve as academic tools during the school day, there will be times when students need to also use them at home to complete homework and projects. It is assumed that students will have access to the Internet at home so they can complete assignments. Parents are encouraged to be fully involved and aware of the time students are spending in front of a screen at home, as well as setting guidelines for accountability and digital citizenship.

We suggest the following:

- Have homework completed in a common area of the home
- Limit the amount of screen time your student has each day
- Place charging stations in common areas of the home to encourage students to take needed time to sleep each night
- Turn off notifications so that students are not interrupted with outside information when they are trying to do schoolwork
- Know how to access emails and applications to stay informed of your child's work and progress

You, as the parent, should set the rules for technology use in your home. At school we will be partnering with you to teach accountability and digital citizenship. Websites such as commonsensemedia.org give good information about parental controls. You are also welcome to seek help at the Help Desk if needed.

SOME GUIDELINES FOR PARENTAL CONTROLS

One of THE most important areas of digital citizenship is the viewing of inappropriate content. Some things under this umbrella are gambling, age-inappropriate material, violence, hate and other radical material, and pornography.

Viewing pornography is one of the fastest growing addictive behaviors today. Pornography damages relationships both current and future, and is responsible for a growing number of divorces. Addiction starts with a single exposure.

It is the parent's responsibility to do the best job they can to prevent their kids from being exposed to any and all inappropriate material. JCS will partner with parents to provide education, tools, and assistance in this critical area.

3 levels to controlling access to inappropriate material

Level 1: Blocking Access

- Control physical access;
    - You may want to consider using the above suggestions. This keeps temptation out of private bedrooms and prepares devices for school the next day by fully charging them.
- Use a content filter. Content filters come in at least 3 varieties:
    1. Software like Net Nanny and Mo icip. One thing parents need to understand about content filters is that they will only prevent most accidental exposure.
    2. Router-based filters like Roqos or Circle. They filter every device in your house using the Internet without ever touching the device including devices brought into your home by visitors. The two mentioned also enable parents a great deal of control over mobile devices even when they are not at home.
    3. DNS (domain name servers) filters like OpenDNS, SafeDNS, and DNSFilter.

Level 2: Accountability Partners

- An accountability partner is someone who partners with your student to hold them accountable for the digital content they consume. Router-based content filters are able to provide a measure of accountability using reports but the most effective means is by using an app like Covenant Eyes. The app is free (there is a service fee per month) and provides the accountability partner or partners a weekly report of Internet activity sorted by most problematic content.

Level 3: Self Control

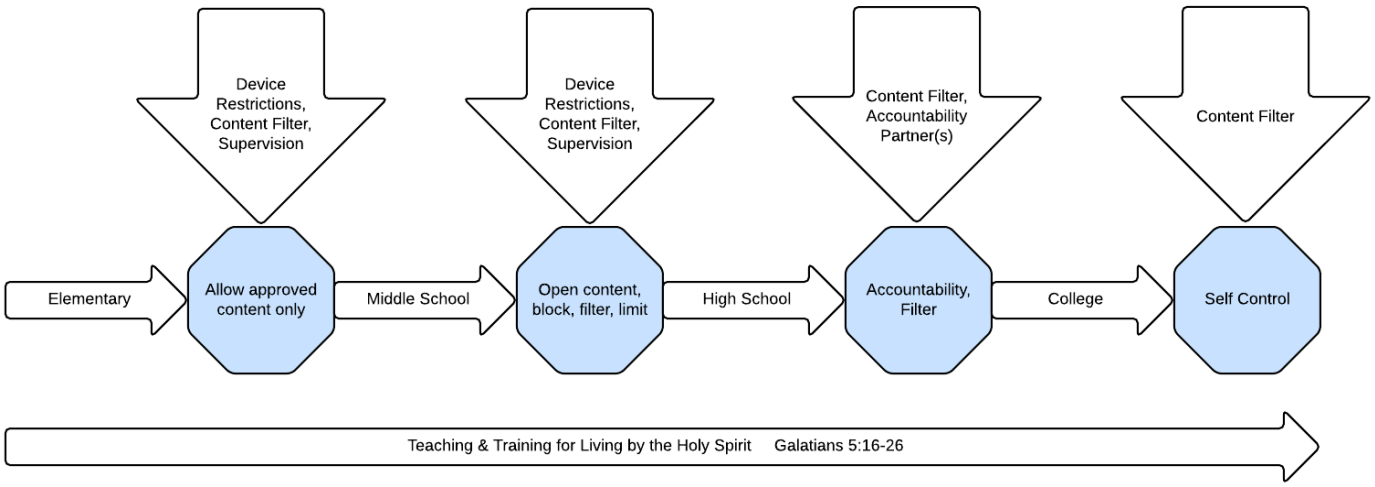
- The third level of control is SELF CONTROL based upon a personal relationship with Jesus Christ, and this is what we should all be aiming for.
    - There is no perfect software for preventing access to inappropriate material or for keeping someone accountable. Content filters and accountability software are simply aids to help us along the road to SELF CONTROL. Even if you have an effective system for blocking and accountability, what happens when your student leaves home? If they are relying on constraints that may no longer be in place then we're setting them up for failure.
    - The Bible talks extensively about self control. Jesus tells his disciples in Mark 8 that "Whoever wants to be my disciple must deny themselves and take up their cross and follow me." The emphasis here is on denying self, not doing what the fleshly nature desires to do, rather taking up your cross and following Jesus.
    - Paul says in Colossians 3 to put our earthly nature to death. No one can do this for us, we must do it ourselves through the power of the Holy Spirit when it comes right down to it.
    - Paul himself says that he "died daily". In fact he says he boasts about it. Dying daily is a wonderful metaphor for acknowledging God's sovereignty and that we don't live to gratify ourselves. We live to serve Him!

- The great thing about self control is that students never have to lose it; they never have to experience being out of control in the first place. It's our job to put up fences, educate our students about what is on the other side and about the consequences for crossing those fences, and more importantly the joy and freedom they can have by never doing so.

It's also our job to share God's wonderful grace if they do cross those fences. If they become addicted, there is a way out and God is waiting for them with open arms. And we should be right there beside them, helping them as they take each step back to Him.

Above all, the love and grace of God should guide our actions and rule our homes.

SELF CONTROL CONTINUUM



USING STUDENT DEVICES AT SCHOOL

Elementary School students will be issued classroom Chromebooks for use. Secondary students are required to bring one approved device to school every day. Middle School students, freshmen and sophomores will be issued Chromebooks for school and home use. Students in grades 11 -12 are expected to bring a Chromebook, MacBook, tablet, or laptop with enough battery capacity and charge to last the entire school day without charging during the day. Personal devices must have current antivirus software. A good, free option is Avast.

All student devices must be brought to school each day in a fully charged condition without charging during the day. Repeat violations of this rule may result in disciplinary action.

If a student forgets their device, they will still be responsible for getting their coursework completed. Forgetting a device is not a valid excuse for incomplete school work. If a student repeatedly leaves their device at home, they will be required to meet with the school administration to determine a solution. A limited number of Chromebooks will be available to rent in the Help Desk by all students in grades 6-12 and must be returned at the end of the day ($5/day rental fee); rental Chromebooks may not be taken off campus. In the event that a rental Chromebook is taken off campus there will be an additional $10 charge per night. Extensive abuse of the rental/loaner program may result in a student not being able to rent a Chromebook for the remainder of the school year.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may only use earbuds or headphones in the classroom with permission of the teacher and for instructional purposes. Again, sound must be muted at all times when in the hallway between class periods.

Under no circumstances should a school-owned device be left unattended in an unsecure area or in hallways unless inside a backpack. Insecure areas include anywhere outside the doors of any JCS building. Any Chromebook left in an unsecure area is in danger of being stolen. If a Chromebook is found in an unsupervised area or a hallway (not inside a backpack), it will be taken to the Help Desk, written up in RenWeb, and the student may be issued disciplinary action.

If a school-owned Chromebook is being repaired, a loaner Chromebook will be issued to the student. There will be no cost for the loaner unless it is not returned by the end of the school day.

All devices should be restarted at least every two weeks and any time a restart symbol shows in the system tray next to the time (it is a circle with an up arrow inside).

School-owned devices are the property of Jackson Christian and as a result may be taken up and reviewed at any time. Students should have NO expectation of privacy of materials found on a school-owned device or a school supplied email account.

RETURNING YOUR CHROMEBOOK (CHECK-IN)

Grades 6 - 10 (School and Home Use Chromebooks)

School-owned devices, cases, and charging cables must be returned at the end of each school year in good condition for maintenance, cleaning and software updates. Students will receive the same device at the beginning of the following school year if they are entering a grade receiving Chromebooks (grades 6 - 10). If enrollment at Jackson Christian is terminated for any reason (e.g., transfer, graduation, expulsion), all of these items must be returned on the date of termination or withdrawal. When returning the charging cable the student will need to place the item in a quart-size Ziploc bag with the name of the student on or in the Ziploc bag.

If a student fails to return the device at the end of the school year or upon termination of enrollment at JCS the student will pay the replacement cost of all equipment. Failure to return the equipment will result in a theft report being filed with the Jackson Police Department.

Grades K - 10 (Classroom/School and Home Use Chromebooks)

Any damage found during the summer will be the responsibility of the student; the Accidental Damage Coverage plan will not cover it even if it normally would have been covered during the school year. The reason for this is that all damage should be reported immediately to the Help Desk. Waiting to report it will automatically exclude that damage from being covered. Lost/missing keys (without damage to the keyboard itself) will be replaced for $10/each.

Students may not write or draw on Chromebooks for any reason. If writing or drawing is discovered on the Chromebook then a $20 (minimum) cleaning fee will be charged. If the Chromebook cannot be cleaned then the full cost of replacement parts and 1 hour of labor will be charged.

If the JCS asset tag is missing, written on, or damaged then a $20 replacement fee will be charged. Chromebooks should never be out of their cases and therefore the asset tag on the bottom of the Chromebook should never be touched or tampered with.

If the tamper-evident sticker is missing or damaged on the bottom of the Chromebook then a $20 fee will be charged. Under no circumstances should this sticker be touched or tampered with since Chromebooks are to remain in their cases at all times.

CHROMEBOOK CARE AND MAINTENANCE GUIDE

GENERAL INFORMATION

- The Chromebook is the property of Jackson Christian and all users must follow all rules and regulations outlined in this policy. Students are responsible for the general care of the Chromebook and the charger/cable they have been issued.
- Do not attempt to gain access to the internal electronics or repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to the Help Desk as soon as possible. The staff will determine Chromebook repair/replacement options. You may be issued a temporary Chromebook, or other materials, until your Chromebook is working properly or replaced.
- Do NOT lend your Chromebook or charger to another person. Each Chromebook and charger are assigned to an individual, and the responsibility for the care of the Chromebook and charger rests solely with that individual.
- Keep your Chromebook off of the floor where it could be stepped on or tripped over.
- NEVER LEAVE YOUR CHROMEBOOK UNATTENDED!
- Stickers may not be placed on Chromebooks, nor may anything be written on Chromebooks.

BATTERY AND CHARGING

- Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
- The Chromebook is designed for daily use; therefore, each Chromebook must be charged at home, using the provided wall charger, and brought to school ready for use each school day.
- Fully charged Chromebook batteries will typically last an entire school day. Waiting to charge the Chromebook until the charge is low (less than 20% battery life or orange indicator light) will extend the battery life.
- Chromebooks should never be left in a hot car or similar environment, as damage to the battery will result. Accidental damage coverage will NOT cover battery damage when it is left in a hot car.

SCREEN

- Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings.
- Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.

- Keep the Chromebook away from food and drinks. It is recommended that the Chromebook not be used at the table during meal times. Chromebooks are not allowed in the cafeteria during meal times.
- While the Chromebook is scratch resistant, the Chromebook will scratch. Avoid using any sharp objects on the Chromebook.
- The Chromebook screen is glass and is vulnerable to cracking. Never place heavy objects on top of the Chromebook and never drop your Chromebook. Careful placement in your backpack is important.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will break the screen.

STORAGE AND CARRYING

- Never expose a Chromebook to long-term temperature extremes or direct sunlight. An automobile is NOT a good place to store a Chromebook. The Chromebook has been known to stop functioning outside when the temperature rises too high.
- Avoid placing weight on the Chromebook. Nothing should be placed on top of the Chromebook when stored.
- Never throw or slide a Chromebook, even when inside a backpack.
- The Chromebook is an electronic device, and care must be exercised when handling the Chromebook. Never throw a backpack that contains a Chromebook. Never place a Chromebook in a backpack that contains food, liquids, heavy, or sharp objects.
- Chromebooks SHALL NOT be used outside on the playground, in the locker room, or in any bathrooms.
- Chromebooks must remain in their cases at all times.
- Storing anything inside a Chromebook case can damage the Chromebook. While this is true of things like folders and paper, it is especially true of pens and pencils. Items can work themselves under the edge of a key and pop it off, or get closed in the Chromebook and crack the screen and/or LCD. Writing on papers can smudge or even transfer to the case of the Chromebook. Nothing besides the Chromebook is to be placed inside the case at any time.
- Chromebooks should never be open when walking down a hallway. Students may trip and damage the Chromebook or injure themselves or others.
- All violations will be written up in RenWeb, and the student may be issued disciplinary action.
- **Violations of this policy will negate the accident damage coverage plan.**

PARENTS/GUARDIANS' GUIDE TO SAFE INTERNET STUDENT USE

Jackson Christian recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent or guardian, in effectively guiding your child's use of the Chromebook.

- *Take extra steps to protect your child.* Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits.

- *Go where your child goes online.* Monitor the places that your child visits. Let your child know that you're there, and help teach him/her how to act as he/she works and socializes online.

- *Review your child's friends list.* You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.

- *Understand sites' privacy policies.* Internet sites should spell out your rights to review and delete your child's information.

- *Limit the time your student is on the Chromebook.* While the Chromebook is a very engaging device, it is a schoolwork device. Care and constant monitoring will reduce your child's exposure to excessive use.

- *Report unwelcome or malicious online threats.* Report in a timely fashion to the school any online interactions that can be considered threatening.

- *Help your child develop a routine.* Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.

- *Take a look at the apps or programs.* It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook. Read and share with your child the Jackson Christian Chromebook care and use policies. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

JACKSON CHRISTIAN CHROMEBOOK ACCIDENT DAMAGE COVERAGE

Jackson Christian is providing and administering an accident damage coverage plan for students and parents as part of our Chromebook program. This plan covers “accidental damage” to the device and is designed to limit a family’s financial responsibility for any damage as described in the coverage section below. In addition each device is covered under a manufacturer's warranty that covers the normal operation of the device to ensure that it is functioning properly.

Program Rate/Coverage	
● Included in tuition	

Coverage *(Subject to Deductible Plan Below)*	***Exclusions****
● **Accidental Damage:** Pays for accidental damage caused by liquid spills, drops, or any other unintentional event. ● **Theft:** Pays for loss or damage of the Chromebook due to theft. The claim requires a police report to be filed. (Vehicle must show signs of forced entry.) ● **Fire:** Pays for loss of damage of the Chromebook due to fire. The claim must be accompanied by an official fire report from the investigating authority. ● **Electrical Surge:** Pays for damage to the Chromebook due to an electrical surge. ● **Natural Disasters:** Pays for the loss or damage of the Chromebook caused by natural disasters.	● **Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts:** Will not pay if damage or loss occurs in conjunction with dishonest, fraudulent, intentional, negligent or criminal act. The student/parent will be responsible for the full amount of the repair/replacement. ● **Consumables:** Including but not limited to the case (if any), the charger ($50 replacement), the cord and software. ● **Cosmetic Damage** that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken plastic ports, parts or port covers. ● **Jackson Christian** is not liable for any loss, damage (including incidental, consequential, or punitive damages) for expenses caused directly or indirectly by the equipment.

Deductible Per Student	
Claim	**Damage/Repair Deductible**
1	$30
2	$100
3+	$250

**All repairs that are not covered by the Accident Protection Plan will be billed a minimum of $15 labor per quarter hour. This covers labor and administrative overhead associated with the repair.*

LIST OF SOURCES CONSULTED

1. Harding Academy Chromebook Program, Searcy, AR
2. Gurnee School School 56 iPad Program, Gurnee, IL
3. St. Catherine's High School iPad Program, Racine, WI
4. Woodford County Public Schools iPad Verasailles, KY
5. Apple Computer Corporation, Cupertino, CA
6. CustomGuide Online Learning Company, Saint Louis Park, MN
7. Trident Case Inc., Ontario, CA

Elementary School (Grades K - 5) / Chromebooks (Classroom Use)

Elementary students will be assigned Chromebooks for in-school use only. Devices must be handled with care, kept in their cases, and used only under teacher supervision. Students may not decorate, write on, or mishandle devices. Chromebooks must stay in the classroom and should never be left unattended. Food, drinks, and rough handling are not allowed near devices. Students should never attempt to fix or adjust any Chromebook themselves—report issues to a teacher. Devices belong to Jackson Christian School and may be inspected at any time. Misuse may result in disciplinary action.

I certify that we have read and discussed this handbook in its entirety in the last 2 weeks:

Parent: (Print Name):	Date:
Parent Signature:	
Student Name (Print Name):	

Please return no later than August 14, 2026

Secondary School (Grades 6 - 10) / Chromebooks (School and Home Use)

Students are responsible for their assigned Chromebook and charger, which are school property. Devices must not be shared, decorated, or left unattended. Report issues to the Help Desk—never attempt repairs. Charge Chromebooks nightly at home and avoid overheating or rough handling. Keep them clean with a soft cloth—no liquids, chemicals, or food nearby. Always keep Chromebooks in their cases with nothing else inside(pencils, paper, etc). Never toss, drop, or carry them while open. Chromebooks are not allowed in bathrooms, locker rooms, cafeterias, or on playgrounds. Policy violations may result in disciplinary action and loss of accidental damage coverage.

I certify that we have read and discussed this handbook in its entirety in the last 2 weeks:

Student: (Print Name):	Date:
Student Signature:	
Parent: (Print Name):	Date:
Parent Signature:	

Please return no later than August 14, 2026