Gateway Regional School District

Chromebook Care and Use Guidelines

A Resource for Students and Parents/Guardians

Version 2.1 - For the 2026-2027 School Year

1. Receiving Your Chromebook

a. Distribution of Chromebooks

All students in grades K-12 will be assigned a Chromebook and charger at the beginning of the school year. Chromebooks for grades K-5 will remain in school and will be assigned a slot in a cart or charging locker where the chromebook will be stored overnight.

Students in the 6th grade Academy will be required to keep their Chromebooks in school at the start of the school year. A gradual release plan for permitting students to use their Chromebooks at home may be developed as the year progresses.

Students in grades 7-12 will be allowed to take their assigned chromebooks home. Students will keep their assigned chromebook from year to year for the duration of their enrollment at Gateway Regional School District. Exceptions to this are as follows:

1. Chromebook is damaged such that replacement is necessary
2. Device has reached its' end of use (typically not less than 6 years)
3. An upgrade is necessary due to operating system or other requirements.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students are required to return their Chromebook. Failure to turn in a Chromebook will result in the student being charged the full replacement cost ($350). There will also be a charge for any missing peripheral equipment such as the case ($12) or power supply ($18). The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from GRSD must turn in their Chromebooks, cases, power supplies, and any other equipment issued with the Chromebook. Failure to turn in the Chromebook will result in the student being charged the full replacement cost ($350). There will also be a charge for any missing peripheral equipment such as the case ($12) or power supply ($18). The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks or chargers that are damaged, broken or fail to work properly must be reported to their teacher as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an

outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except when locked in their locker or in the classroom computer cart.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be exposed to extreme temperatures. ● Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, or any sticker/decal
- Heavy objects should never be placed on top of Chromebooks.
- Care should be taken when using cords and cables. They can be damaged if crushed, cut, or pinched between objects.
- Cords and cables should not be left where they can be damaged by pets & animals.

b. Carrying Chromebooks

- Always transport Chromebooks with care and in the district provided protective cases if students have opted to bring the Chromebook home. ● Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

c. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All Chromebooks will be labeled with a GRSD asset tag. The asset tag indicates the Chromebook is property of the GRSD and provides information that allows us to determine the name of the student to which the specific Chromebook has been assigned.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with an asset tag or turning in a Chromebook without an asset tag.

4. Using Your Chromebook

Students are expected to charge their Chromebook in the classroom cart and to ensure that they only use their assigned Chromebook. Students electing to take their Chromebook out of school will ensure their device is fully charged upon returning to class.

a. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.

b. Charging Chromebooks

- Chromebooks must be charged each day in the cart.
- Chromebooks should be stored in the cart at the end of each day or upon the teacher's instructions.
- Students electing to take their Chromebook home must ensure that it is fully charged for the next day of classes.

c. Backgrounds and Themes

- Inappropriate media may not be used as an account avatar, Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

d. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

e. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

f. Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education account.
- Students should never share their account passwords with others, including faculty and staff.

g. Managing and Saving Your Digital Work With a Chromebook ●

The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.

- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work. ● Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

h. If a student does not bring their Chromebook to school

- A student may stop in the Technology Help Desk and check out a loaner for the day or have their teacher call the Help Desk to have one delivered, if one is available. Loaner chromebook supply is limited.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- The Help Desk will document the number of times a loaner is issued to each student for not having their own Chromebook at school and will send reports to the Principal/Assistant Principal for those students that have more than one occurrence during the school year.
- Multiple occurrences of coming to school without one's Chromebook may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the Help Desk before leaving for the day.
- If a loaner is not turned in at the end of the day, the Help Desk will submit a report to the Principal/Assistant Principal.

5. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district. **a. Updates**

- The Chromebook operating system, ChromeOS, updates itself automatically. Students are encouraged to power off their device regularly to allow the update process to complete. Students do not need to manually update their Chromebooks.

b. Virus Protection & Security

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- The need for additional virus protection or security will be at the discretion of the GRSD Technology Department

6. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or a member of the Technology staff to request that the site be unblocked.

7. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Google Sheets, Google Slides, Google Drawings, and Google Forms. ● All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students are not allowed to install Chrome web apps and extensions from the Chrome Web Store.
- Any installation of Apps by students and all inappropriate material will result in disciplinary action.
- Some web apps installed by the district will be available to use when the Chromebook is not connected to the Internet.

8. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the device assigned to each student.

b. Users

- Each student will be assigned the same Chromebook for up to six years of his/her time at the GRSD. *Take good care of it!*

9. Repairing/Replacing Your Chromebook

a. Help Desk

- All Chromebooks and chargers in need of repair must be brought to the attention of the teacher.
- The teacher will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department's Help Desk.

b. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor (when issued new).
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction.
- The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty **does not** warrant against damage caused by misuse, abuse, or accidents.

GRSD Chromebook Insurance information

Gateway Regional will be covering the insurance costs **for accidental damage only** on all chromebooks for the first incident. Subsequent accidental damages will result in a deductible charged to the family under the following guidelines:

First accidental damage **NO CHARGE**
Second accidental damage **$15 deductible**
3rd and any subsequent accidental damage $25 per incident

All intentional damages will be assessed a $100 fee to cover the cost of repair by the district and will be the responsibility of the parent/guardian and/or student to pay promptly. The district will notify the parent/guardian of any damage deemed intentional in writing within 14 days of the damage being reported.

Some examples of intentional damage include (but are not limited to):

Breaking the screen with an object
Putting scratch marks into the laptop
Using markers or any other writing utensil on the laptop
Placing stickers (other than district identifying tags) on the laptop
Removing keys from the laptop
Cutting into or physically altering the case, cord or cables
Any intentional act to break and/or damage the laptop or charger

Chromebooks will be inventoried and inspected twice during the year and at the end of year during collection. Students will be expected to produce their assigned chromebook

and charger during these inspections. Damage assessment will be at the sole discretion of the GRSD technology department.

10. Privacy Expectations

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

a. Chromebook Use

1. When Chromebooks are on the school network, staff will have access to a third party application called LanSchool that allows teachers to have a 'birds-eye' view of their students' activity on their Chromebooks.
2. All devices on the school network go through a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).
3. All devices that are taken off site will be filtered through third party software to ensure only content appropriate material is displayed on school owned laptops. This filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).
4. Students may ONLY use their GRSD assigned user information to login to their chromebook. Personal email and user accounts will not be permitted for use on GRSD owned chromebooks.
5. Any attempt to bypass any filter or manipulate logins will be grounds for discipline up to and including loss of device/network privileges as deemed appropriate by the Assistant Principal or Principal.

At no time will any member of the GRSD staff have the ability to manipulate the Chromebook webcam in any way.

11. Using Your Chromebook Outside of School

Students in grades 7-12 are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the GRSD Acceptable Use Policy, Electronic Communication Devices Guidelines, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks. Student use outside of school will be monitored by third party software to ensure only content appropriate material is viewed. All activity while on school owned devices is monitored and recorded for safety and compliance with CIPA.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the GRSD Acceptable Use Policy, Electronic Communication Devices Guidelines and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following responsible use guidelines:

CLEAR: Considerate, Legal & Ethical, Appropriate and Responsible

Considerate: People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

Legal & Ethical: Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on GRSD computers. (it is a good general practice to link to others' work rather than reproduce it)

Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (printers, scanners) and use of the school network, so as to

prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

If you see someone not being CLEAR, report the abuse/misuse to a responsible adult.

Gateway Regional School District
Chromebook Loan and Insurance Agreement

Participation in this program is subject to the following terms and conditions:

- The Chromebook and related peripherals are on loan and remain the property of the GRSD.
- Both student and parent/guardian agree to adhere to the terms and conditions of the *Chromebook Care and Use Guidelines* (Version 2.1 - for the 2026-2027 School Year).
- The student shall be the exclusive user of this device and shall not grant access to any other individuals except GRSD staff.
- The student must comply with all applicable software license agreements. • Chromebooks and peripherals must be returned to GRSD at the end of each school year, or at the time of transfer or withdrawal from the district. • Chromebooks and peripherals will be returned in good condition with reasonable wear and tear as outlined in the *Chromebook Care and Use Guidelines*.
- GRSD may charge a late fee and/or take disciplinary measures if the Chromebook and peripherals are not returned on or before the return date. • The care and maintenance of the Chromebook and related peripherals are the responsibility of the student and parent/guardian while in their care. **There will be a fee assessed if the Chromebook and/or peripherals are broken, lost or damaged**