

Washington County Schools

Google Chromebook 1:1 Program: Policy, Procedures, and Information

The Washington County Schools Chromebook 1:1 Program provides students with access to technology tools and resources that support 21st Century learning. Technology integration is essential in preparing students for college, careers, and future learning opportunities.

Technology use enhances instruction by allowing students, educators, parents, and the community to collaborate and communicate effectively. Chromebooks support teachers as facilitators of learning and provide opportunities for meaningful instruction anytime and anywhere.

The policies, procedures, and expectations in this document apply to all Chromebooks issued by Washington County Schools. Teachers may establish additional classroom expectations for Chromebook use.

1. General Information

1.1 Overview of Program

These guidelines address expectations and responsibilities associated with the Washington County Schools Chromebook 1:1 Program. All students using district-issued Chromebooks are expected to follow these procedures.

1.2 Receiving Your Chromebook

Chromebooks will be distributed each school year after parents/guardians and students complete and return the required Chromebook permission documentation.

1.3 Chromebook Check-In

Students must return their Chromebook, charger, and case at the end of the school year or when requested by the district. Students who transfer, withdraw, graduate early, are expelled, or otherwise end enrollment must return all assigned equipment immediately.

Failure to return equipment may result in disciplinary action, financial responsibility, civil liability, criminal prosecution, and withholding of district records as permitted by policy.

1.4 Chromebook Incidents

Technical problems must be reported immediately to the media specialist. This includes operating system errors, damaged screens, battery issues, connectivity problems, or application failures. Repairs resulting from normal use will be handled by the district; damage caused by misuse or intentional actions may result in consequences.

2. Taking Care of Your Chromebook

2.1 General Precautions

Students are responsible for the care of their assigned Chromebook. The Chromebook is district property and must be used according to district technology policies.

- Handle the power adapter carefully.
- Keep the Chromebook free from stickers, labels, writing, or drawings.
- Never leave the Chromebook unattended or unsecured.
- Keep the battery charged for daily use.
- Protect the device from extreme temperatures.
- Do not place heavy items on the Chromebook.

2.2 Carrying Chromebooks

Students must use the district-issued protective case. Only the Chromebook and charger should be stored in the case. Students may not use personal carrying cases.

2.3 Screen Care

Chromebook screens are sensitive and must be handled carefully.

- Do not place pressure on the screen.
- Do not place objects in the case that press against the Chromebook.
- Clean the screen only with approved materials.
- Avoid bumping the Chromebook against surfaces.

3. Using Your Chromebook at School

3.1 Chromebook Left at Home

Students who leave their Chromebook at home remain responsible for completing assignments. Repeated failure to bring the Chromebook may result in daily check-out procedures and possible disciplinary action.

3.2 Chromebook Undergoing Repair

Replacement Chromebooks may be provided when available. Issuance of replacement devices is at the discretion of the media specialist.

3.3 Charging the Battery

Students must bring a fully charged Chromebook each day. Chargers should remain with the district-issued case.

3.4 Google Chrome and Google Drive

Students may not access inappropriate content or materials. Content involving weapons, pornography, drugs, alcohol, gangs, or inappropriate language may result in disciplinary action.

3.5 Sound, Music, Games, and Programs

Sound must remain muted unless approved for instruction. Games and entertainment are not permitted during instructional time. Only district-approved applications may be used.

3.6 Home Internet Access

Students may use home wireless networks to complete, access, and submit educational assignments.

4. Managing Files and Saving Work

4.1 Saving Work

Students must save work using approved district resources such as Google Drive. Chromebook issues are not an acceptable reason for not submitting work on time.

4.2 Network Connectivity

The district cannot guarantee uninterrupted network access. Students will not be penalized for work affected by district-wide network outages.

5. Software

5.1 Installed Software

District-installed applications, extensions, and security settings must remain available and functional. Devices may be checked periodically to verify that students have not altered, bypassed, or tampered with device software settings or security controls.

5.2 Additional Software

Students may not install unauthorized applications or extensions. Attempts to bypass restrictions, alter configurations, or place devices in unauthorized modes may result in disciplinary action.

5.3 Inspection

Students may be required to provide Chromebooks for inspection at any time.

5.4 Software Updates

ChromeOS updates automatically. Students should restart devices when prompted.

6. Additional Expectations and Responsibilities

6.1 Parent/Guardian Responsibilities

Parents/guardians should discuss appropriate internet use, monitor student activity when possible, and ensure family members do not use district devices for personal purposes.

6.2 School Responsibilities

The district will provide instructional access, filtering, technology support, and guidance for appropriate use.

6.3 Student Responsibilities

Students are expected to:

- Use Chromebooks responsibly and ethically.
- Follow all school rules related to technology use.
- Protect district equipment.
- Report security concerns or damage immediately.
- Avoid hacking tools or attempts to bypass security.
- Monitor account activity.
- Return all equipment when required.

6.7 Student Discipline

Violations of this policy may result in consequences according to the student handbook and district disciplinary procedures.

7. Protecting and Storing Chromebooks

7.1 Chromebook Identification

Each Chromebook is identified by district asset information and serial number.

7.2 Storing Your Chromebook

When not in use, Chromebooks should be stored in a secure location. Nothing should be placed on top of the device.

7.3 Unsupervised Areas

Chromebooks should never be left unattended in areas such as buses, hallways, cafeterias, locker rooms, or unlocked classrooms. Students may be responsible for missing or damaged devices.

8. Disciplinary Actions

Examples of Conduct Requiring Disciplinary Action

Examples include, but are not limited to:

- Leaving a Chromebook unattended.
- Altering device settings or security controls.
- Failing to properly care for equipment.
- Resetting devices without authorization.
- Enabling developer mode.
- Changing another student's device settings.
- Leaving the Chromebook at home repeatedly.
- Loaning the device to others.
- Failing to use the protective case.

- Intentionally damaging equipment.
- Using exploits or bypass methods to access personal accounts

Washington County Schools

Chromebook 1:1 Program Permission and Acknowledgment Form

Please return this completed form to your school.

The Washington County Schools Chromebook 1:1 Program provides students with access to technology resources that support teaching and learning. Students and parents/guardians are expected to review and understand the **Chromebook Policy, Procedures, and Information** and the **Acceptable Use Policy** before receiving a district-issued Chromebook.

By signing below, we acknowledge that:

- ☐ We have read and understand the Chromebook 1:1 Program policies and procedures.
 - ☐ We understand that the Chromebook, charger, and protective case are district property and must be properly cared for and returned when requested.
 - ☐ We understand that misuse, damage, loss, or failure to follow district technology expectations may result in disciplinary action and/or financial responsibility.
 - ☐ We understand that Chromebook use is for educational purposes and may be monitored in accordance with district policies.
 - ☐ We agree to follow all Washington County Schools technology expectations and Acceptable Use guidelines.
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Please Print Clearly

School: _____

Student Name (Last, First): _____

Grade: _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____