

HANDBOOK

2026-2027

Approved by BOE 05-12-26

USD 305 1-to-1 CHROMEBOOK HANDBOOK 2026-2027

Procedures and Information for Students and Parents

The purpose of the USD 305 Board of Education's 1-to-1 Chromebook initiative is to create a collaborative learning environment for all learners that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning. It is the expectation of the board that district staff and community members will all play a role in the development of these effective and high-quality educational experiences.

In furtherance of this goal, USD 305 is supplying all students in grades K-12 with a Chromebook personal computing device. The Chromebook will allow student access to educational applications, web-based tools and many other useful sites. The Chromebook is an educational tool not intended for gaming, social networking or high-end computing, and all users will be expected to follow the district's acceptable use policy as well as all other state and federal laws, board policies and administrative procedures.

This document provides students with information about the general use of technology, ownership of the Chromebooks, rights and responsibilities for possession of the device, care of the Chromebook, its educational use and good digital citizenship.

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USE AND OWNERSHIP

What is a Chromebook?

A Chromebook is a personal computing device that runs Google Chrome as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself.

Ownership of the Chromebook

Although students will be issued a Chromebook for the duration of each school year, USD 305 retains ownership of the Chromebook device. Students will have the option to keep their Chromebook and case upon graduating from USD 305 with their cohort class.

Receiving the Chromebook

Every student in grades K-12 will be issued a Chromebook, power adaptor and protective case for educational use in school and at home. The Chromebooks and peripherals will be distributed within the first two weeks of each school year.

Probationary Chromebook Status

To protect the assets of USD 305, students who have violated the Acceptable Use Policy or any other provisions included in the Chromebook Handbook will be required to turn in their Chromebook to the media center at the end of each day for a period of two weeks unless otherwise specified in the Acceptable Use Policy. The library media specialist will secure the equipment during the evening and the student will be allowed to check the Chromebook out daily for use during school.

Returning the Chromebook

Chromebooks, along with all peripherals and accessories, will be collected at the end of each school year. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency may be filed by the district.

Any student who transfers, withdraws or is expelled prior to graduation will be required to return his/her Chromebook, peripherals, and accessories upon termination of enrollment. Failure to turn in the Chromebook to the school office on the last day of attendance will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving USD 305 may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency may be filed by the district.

Care of the Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the library media specialist as soon as possible so that they can be taken care of properly. The Chromebook should NEVER be taken to an outside computer service for any type of repairs or maintenance.

General Precautions

- No food or drink is allowed next to the Chromebook while in use.
- Cords, cables and removable storage devices must be inserted carefully into Chromebooks.
- Do not use the Chromebook with the power cord plugged in when the cord may be a tripping hazard.
- Never transport the Chromebook with the power cord plugged in.
- Never store the Chromebook in the carry case or backpack while plugged in.
- The Chromebook and its protective case must remain free of any writing, drawing, stickers and labels unless approved by school administration.
- Heavy objects should never be placed on top of Chromebooks.
- Never cover or otherwise obstruct the Chromebook's vents while the device is turned on.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift the Chromebook by the screen.

Screen Care

- The Chromebook screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat and light.
- 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 place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- 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 only.

USD 305 Labels

- All Chromebooks will have a USD 305 label.
- Labels may not be covered, modified or otherwise tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with the label or turning in a Chromebook without the USD 305 label in place.

Chromebooks Left Unattended

- Under no circumstances should the Chromebook be left in a car or any unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses may result in disciplinary action.

Damages, Repairs and Warranties

All Chromebook problems must be reported to the library media specialist. The district will repair or replace damaged equipment resulting from normal use. The district will make its best attempt to purchase replacement parts at the best possible price.

Repairs for damage within the vendor warranty period:

- The equipment vendor has a hardware warranty on the Chromebook.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Students are responsible for any of their actions that void the warranty (i.e., take the Chromebook apart; remove its parts, etc.). Students will be held responsible for the full cost of any parts replaced and associated labor costs due to such actions up to and including the cost of total replacement of the Chromebook.

Repair costs for damage and loss:

- The district will charge for the entire repair or replacement cost of the Chromebook and/or peripherals if damage or loss occurs due to the student's, parent's/guardian's intentional acts or as the result of their negligence in handling the device.
- Students are responsible for any losses or damages resulting from attempts to harm or destroy data of another person. This includes, but is not limited to, "hacking" or creating, loading or sharing malicious software, scripts or code (e.g., executable files (*.exe), batch files (*.bat), command files (*.com), system files (*.sys)).
- In case of theft, vandalism or other criminal acts, a police report MUST be filed with the local police department and a copy submitted to building administration.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of their Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.
- The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of the school. By using the Chromebook, students agree to such access, monitoring and recording of their use.
- Teachers, school administrators and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

EDUCATIONAL USE

School-issued Chromebooks should be used for educational purposes. Students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Using the Chromebook at School

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks and grades using their Chromebook. Students are expected to bring a fully charged Chromebook to school every day and bring the Chromebook to all classes unless specifically advised not to do so by their teacher. Students who fail to bring the Chromebook to school are responsible for getting the coursework completed as if the Chromebook were present.

Chromebook Repair

- A limited number of Chromebooks have been assigned to each classroom. These Chromebooks are available to students who have left their device for repair. These Chromebooks are not to leave the assigned classroom.
- If the repair cannot be completed by the end of the day, a loaner Chromebook will be assigned to the individual student until the student's Chromebook is repaired and returned. The student will be responsible for any loss or damage to the loaner Chromebook.

Charging Chromebooks

- If a student is allowed to take the Chromebook home each night, the Chromebook must be brought to school each day with a full charge.
- An uncharged Chromebook is in violation of this agreement. Repeat violations will result in disciplinary action.

User Settings and Preferences

- Inappropriate media may not be used as Chromebook backgrounds or themes. Examples of inappropriate media include, but are not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures. The use of any inappropriate media will result in disciplinary action.
- 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 personal set of headphones for sanitary reasons.

Printing

- Students will have the ability to print, digitally publish and share their work with their teachers and peers when appropriate.

Account Access

- Students will log into their Chromebooks using their school-issued Google Apps for Education account.
- Students must never share their Google Apps for Education account password with others, unless needed by building administration to address time-sensitive issues.

Managing and Saving Your Digital Work

- 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 remember to save frequently when working on digital media.
- The district is not responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or have multiple copies stored in different Internet storage solutions.

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 and Internet connection, will have Internet activity filtered. Despite the filter, the district cannot guarantee that all controversial or inappropriate materials will be blocked.

Using the Chromebook Outside of School

Some students may use the Chromebooks at home and other locations outside of school; however, this will be determined by the building administrator based on educational need. 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 USD 305 Acceptable Use Policy, administrative procedures, state and federal laws and all other guidelines in this document wherever and whenever they use the Chromebooks.

Rights and Responsibilities

Use of district technology is a privilege and not a right. Everything done on any district-owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of district technology will result in the associated disciplinary action as identified in the student handbook, the 1-to-1 handbook, district administrative procedures and board policies.

Student Responsibilities

- The student will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors or using it with food or drink nearby.
- The student will not lend the Chromebook to any friends or siblings; it will stay in his/her possession or a specified location designated by the building administrator at all times.
- The student will not load software or apps onto the Chromebook.
- The student will not install peer-to-peer file sharing programs.
- The student will not remove programs or files from the Chromebook.
- The student will follow all board policies and administrative procedures when using the Chromebook both at and away from school.
- The student will not give personal information when using the Internet.
- The student will not attempt to repair the Chromebook.
- The student will report damage or needed repairs immediately.
- The student will recharge the Chromebook each night.
- The student will bring the Chromebook to school every day.
- The student will submit to a Chromebook audit when requested.

Parent Responsibilities

- The parent/guardian will supervise his/her child's use of the Chromebook at home.
- The parent/guardian will supervise his/her child's use of the Internet.
- The parent/guardian will not attempt to repair the Chromebook.
- The parent/guardian will report any problems with the Chromebook immediately to the school.
- The parent/guardian will not load or delete any software from the Chromebook.
- The parent/guardian will make sure his/her child recharges the Chromebook battery nightly.
- The parent/guardian will make sure his/her child brings the Chromebook to school every day.

DIGITAL CITIZENSHIP: ACCEPTABLE AND ETHICAL USE POLICY

Student Conduct

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

1. *Respect Yourself*: I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. *Protect Yourself*: I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts and resources.

3. *Respect Others*: I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not enter other people's private spaces or areas.

4. *Protect Others*: I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. *Respect Intellectual Property*: I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Inappropriate Use

All students are expected to abide by the board's Acceptable and Ethical Use of Technology policy (IIBG). The following is a non-exclusive list of conduct prohibited while using district technology.

1. Generating, accessing, uploading, downloading, using, retaining or distributing defamatory, obscene, profane, sexually-explicit, pornographic, threatening or illegal content or materials.

2. Violating any federal, state or local law or administrative regulation or failing to follow any other policies or guidelines established by the district or building administrators/supervisors.

3. Violating copyright or otherwise transmitting or using the intellectual property of another individual or organization without permission, specifically including, but not limited to, the unlawful downloading of music, movies, computer software or pictures.

4. Vandalizing, which is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading or intentionally introducing viruses.

5. Intentionally wasting limited resources, including, but not limited to, storage of excessive amounts of personal electronic mail, movies, music and picture files on district computers or servers.

6. Using district technology to create or access personal electronic mail accounts to engage in conduct that would violate any district policy.

7. Using the district's network or computers for commercial purposes or for any personal financial gain, including, but not limited to, selling items and maintenance of a personal or business website or electronic mail accounts.

8. Harassing, bullying, insulting or attacking others.

9. Accessing or transmitting electronic mail or other electronic files containing inappropriate and/or offensive material that is aimed at members of any protected class (examples would include jokes targeted at person(s) based upon gender, race, ethnicity, disability, etc.).

10. Using district technology to distribute messages to large groups of people for non-district purposes, including, but not limited to, "everyone e-mails," "mass e-mails," global e-mails," and "spam," unless expressly approved by the superintendent.

11. Gaining unauthorized access to the files or other informational resources of other persons or entities without permission, whether stored on or off the district's network.

12. Using others' passwords.

13. Invading the privacy of individuals and/or revealing personal information online about any other district staff or student.

14. Installing equipment on or making modifications to district technology, such as altering the setup of computers (e.g., desktops, icons, wallpapers, screensavers or installed software) without pre-authorization from MIS.

15. Utilizing proxy sites or other means to circumvent the district's filter and/or other security measures.

FREQUENTLY ASKED QUESTIONS

1. **Will students/parents/guardians have to purchase a Chromebook?**
   No, USD 305 will provide a Chromebook for every student grades K-12.

2. **Is there a technology fee at enrollment?**
   No.

3. **Is there an option to buy after four years?**
   No. The student may keep the Chromebook upon graduation from Salina Public Schools.

4. **Will students be able to take the Chromebook home?**
   Procedures for taking the Chromebook home will be set by the building administrator.

5. **Will students have to turn the Chromebook into the school for the summer?**
   Yes, students will turn in the device for the summer and receive the same device upon their return for the following school year.

6. **How will Chromebooks be inventoried?**
   USD 305 will inventory the Chromebook devices by using the serial number. Students will be assigned a Chromebook, keeping the same device during their attendance in a Salina high school.

7. **Can students personalize their Chromebooks?**
   Each Chromebook will have a sticker on top with the name of the person who is assigned to that device; however, many students may wish to further personalize their assigned Chromebook. Students will be shown acceptable ways of doing this when they receive their Chromebook. Guidelines are listed below.
   - *Student personalization is only allowed on the front protective cover, not on the actual Chromebook.*
   - *Permanent markers and very sticky stickers are prohibited. Students should make sure that any personalization is easy to remove.*
   - *NEVER personalize the back cover as this may block the device vents, causing the Chromebook to overheat and malfunction.*
   - *All personalizations must be school-appropriate; district policies apply. If it is determined that a student has personalized his/her Chromebook inappropriately, that student will be responsible for removing the offensive material. If the offensive material cannot be removed, the student will have to replace the cover.*

8. **What if a Chromebook is damaged or broken?**
   If the Chromebook is damaged, the student will turn the device into the media center for repair. If the device is damaged beyond repair, the student will be responsible for the replacement cost of the device. If the device was willfully broken, the building discipline policies will be in effect.
   - *A limited number of Chromebooks have been assigned to each classroom. These Chromebooks are available to students who have left their device for repair. These Chromebooks are not to leave the assigned classroom.*
   - *If the repair cannot be completed by the end of the day, a loaner Chromebook will be assigned to the individual student until the student's Chromebook is repaired and returned. The student will be responsible for any loss or damage to the loaner Chromebook.*

9. **What happens if the Chromebook is lost?**
   If a device is lost, the student will be charged the cost of the Chromebook and will be issued a replacement.

10. **Will there be an insurance policy parents/guardians are required to purchase or is one offered?**
    USD 305 will not provide an insurance policy to cover the device. After researching the options, it was decided that it would not yield any real savings to families. Parents are encouraged to explore their homeowners' insurance and other insurance as options.

11. **If I have to replace a Chromebook, would I have to pay the same replacement cost, even if the Chromebook is not brand new?**
    Yes. No matter the age of the device, it costs the same amount of money to replace it.

12. **What happens if another student steals my student's Chromebook?**
    As with any theft, the authorities should be contacted immediately, a police report should be filed, and the school should be contacted. It will be possible to identify anyone who logs onto a Chromebook with a USD 305 Google Apps for Education account, which will help authorities track the Chromebook.

13. **What happens if a person unaffiliated with USD 305 steals my student's Chromebook?**
    Based on how a Chromebook is set up, your student's device becomes unusable if someone outside of the district tries to log into the Chromebook. Only people with USD 305 Google Apps for Education account usernames and passwords can log into the devices.

14. **What if a student forgets his/her Chromebook at home? Is the student provided a loaner for the day?**
    Students who forget their Chromebooks will be loaned a device by the classroom teacher for the duration of the class period. Chromebooks will not be removed from the classroom.

15. **I am concerned about the Chromebook being in bags with textbooks and the weight of the books damaging the Chromebook; do you have any suggestions of how I can protect the device in my student's book bag?**
    Our recommendation is to carry the Chromebook in a separate bag.

16. **Will a case/cover be required? If so, will the school purchase the case/cover?**
Yes, a case/cover will be required and provided by the school. It is expected that these covers remain on the Chromebooks at all times. These covers serve two purposes: 1) to help protect the Chromebook from every day wear and tear; and 2) to help absorb some of the impact associated with regular use of the Chromebook. Keep in mind that no cover will protect the Chromebook from severe or negligent treatment. It is up to each student to practice good care of his/her Chromebook.

17. **What if the device malfunctions? Can my student access his/her online files with another device other than the Chromebook?**
Students can access their documents stored in their Google Apps for Education account (their Google Drive) wherever they can access the Internet.

18. **If a student has an out-of-town game and will not be home until 11:00 p.m. or later and needs to study or do homework on the bus, can the student bring his/her Chromebook with him/her? At the time of return, will the student be able to access his/her locker in the building to retrieve his/her Chromebook?**
The district cannot secure the devices when off campus. Students will be allowed to get into school buildings upon return from off-campus school events in order to retrieve their devices from their lockers. Please consider that students will have the ability to print from their Chromebook while at school. Therefore, if they have study guides or notes they wish to have with them while traveling to and from events, they could print these before leaving for the event.

19. **If a student uses the Chromebook inappropriately, what discipline procedures are in place?**
Information on disciplinary action can be found in the high school student handbook and in this document.

20. **Will there be restrictions on the Chromebook?**
There is a filter on the device so that no matter where the students are when they access the Internet, they are accessing a filtered environment. Students will not be allowed to download or delete apps on the device.

21. **Does the district plan on blocking certain websites such as NetFlix?**
The limiting of access to certain websites and services is an ongoing process that involves several variables. We welcome parent input with this process. If there are other sites that are deemed inappropriate that have made it through the filter, please notify a USD 305 staff member.

22. **What if a student does not have Internet at home?**
Many Google Drive items can be accessed when not on the Internet if they were set up to do so. Students will receive instructions on how to make their files available offline. Additionally, the district believes that there are enough free options to access the Internet around Salina that Internet service will not be provided by the district. The following website shows some of the free, open WiFi hotspots around Salina: https://www.wifimap.io/map/3712-salina.

23. **Does the Chromebook automatically accept hot spots? If not, how do I go about getting the Chromebook to recognize a new hot spot?**
The Chromebook will pick up Internet connections that are within range. If it is the first time on that hot spot or if there are several options available, the user will have to select the connection and enter the security password (if there is one). After the first time, that process will be automatic.

24. **Do the Chromebooks have a place where my student can plug in a jump drive? If so, where is the port located?**
No. The USB ports have been disabled.

25. **Will students be able to print at home (wired or wireless)?**
*Students will be able to print from their Chromebook while at school; however, they would only be able to print from their Chromebook at home if they have access to a Cloud printer (*https://support.google.com/chrome/answer/1069693?hl=en*). An alternative to purchasing a new printer is for students to log into their Google Apps for Education account from a home device (desktop or laptop computer) that is connected to a home printer, pull up their work that is stored in their Drive and print from that home device. It is anticipated that more school work will be handled online, thus reducing the dependency on printing and reducing the amount of paper used at the high school level.*

26. **What is the readability of the font size, types, and brightness for the programs and documents, spreadsheets, presentations, and forms?**
*There are multiple controls on the Chromebook to help with these functions. Brightness is controlled from the top level of buttons on the Chromebook. To increase font size, press **ctrl +**. To decrease font size, press **ctrl -**.*

27. **Who sees the information my student saves or posts (photos or documents)?**
Students can control who sees docs, spreadsheets, presentations and Google sites by setting sharing permission. It is anticipated that students will share various classroom assignments with others as part of the collaborative process. USD 305 administration has the ability to access all content on USD 305-owned devices and managed accounts.

28. **How is the technology/software updated?**
The device automatically updates after it has been properly shut down and restarted. It is recommended that the student shut down the device daily to allow updates to be installed.

29. **Are all classes moving to electronic textbooks?**
No. Replacement of textbooks will take place over the next several years. The district follows a schedule for review and replacement of instructional materials that does not overburden the district budget with purchase of new texts for all classes. Access to online textbooks will be purchased as new textbooks are purchased.

30. **Is the Chromebook Handbook included with the paperwork we encounter during the online registration?**
The Parent and Student page is part of the online registration information; however, the Chromebook Handbook is not. You can access the Chromebook Handbook on the district webpage. Additionally, there are Board of Education policies that specifically address Chromebooks and the use of technology (IFA-1-to-1 Chromebook and IIBG-Acceptable and Ethical Use of Technology).

USD 305 1-TO-1 CHROMEBOOK

Parent and Student Responsibilities

One Chromebook, power adapter and protective case are being loaned to the Student/Borrower and are in good working order. It is Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all-time remains, the property of USD 305 (District) and is herewith lent to the Student/Borrower for educational purposes only for the academic school year.

Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her right to use this computer. The equipment will be returned to the school when requested by the District, or sooner, if the Student/Borrower withdraws from the District prior to the end of the school year.

The District property may be used by Student/Borrower only for non-commercial educational purposes, in accordance with the District's Acceptable and Ethical Use of Technology Resources policy (IIBG), as well as local, state and federal statutes and regulations.

Student/Borrower may not install or use any software or apps other than those owned or approved by the District and made available to Student/Borrower in accordance with this Chromebook Loan Agreement.

One user account with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account and also agrees to make no attempts to add, delete, access or modify another user's account.

The District network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, the student must contact the student help desk for replacements. Additional stickers, labels, tags or markings are not to be added to the Chromebook or the protective case unless approved by the school administrator.

A Google Apps for Education account is available for each Student/Borrower to use for appropriate academic communication with other students and staff members.

Students will be charged replacement cost for any intentional, negligent or repeated damage to, loss of, or failure to return the Chromebook. Student/Borrower acknowledges and agrees that his/her use of the Chromebook is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the Chromebook and to return the same in good condition and repair upon request by the District.