

TSD Student Issued Chromebook Expectations and Use Handbook

Thanks to the support of the Tumwater community, all students are provided access to technology that supports learning, prepares them for college and careers, and promotes safe, responsible digital citizenship. Technology use is integrated into daily instruction to support student success and encourage innovative teaching practices.

The Tumwater School District recognizes that providing student devices also brings increased responsibility. The use of district-issued technology is a privilege that requires appropriate care and responsible behavior. Failure to follow established guidelines may result in the loss of this privilege. This handbook applies to all Chromebooks assigned to students, as well as any additional devices included in the district's program.

Students and families are financially responsible for any damage to or loss of a device. Charges will be applied to the student account in accordance with the schedule outlined in section 3 and the final page.

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1. Distribution and Return of Chromebooks

1.1 Receiving Your Chromebook

Chromebooks will be distributed to secondary students upon enrollment. Families must complete and return the following:

- ❑ TSD Chromebook Expectations and Use Handbook Acknowledgement Form

1.2 Chromebook Return

Chromebooks distributed to secondary students for take-home use are subject to inspection for damage and serviceability. Students shall retain their issued device until graduation or official departure from the district.

1.2.1 Student Transfers within District

Students who transfer within the district during the school year will continue to use their assigned Chromebook and are responsible for bringing it to their new school.

1.2.2 Student Transfers out of District

Students who withdraw, complete graduation coursework early, or terminate enrollment at Tumwater School District for any reason must return their Chromebook on the date of termination. The student must return the device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook. If a student fails to return the Chromebook, that student will be subject to fines (replacement cost of the Chromebook), criminal prosecution, and/or civil liability. Failure to return the Chromebook will also result in a theft report being filed with the Tumwater Police Department and may delay access to public school records.

1.2.3 Partial FTE Enrollment

Students who are enrolled at a District school on a less than full-time basis (reduced schedule, New Market, Running Start) are eligible to be assigned a Chromebook when the classes the student enrolled in requires the device and not available by other means.

1.3 Chromebook Identification

Chromebooks are tagged and inventoried by the district. Any attempt to modify, hide, and/or remove TSD identification tags will be subject to disciplinary action.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook. Chromebooks that are damaged, broken, or fail to work properly must be taken to the library for equipment evaluation/review.

2.1 Carrying and Caring for the Chromebook

- Keep the Chromebook **closed and securely carried** at all times
- Always store and transport it in the **protective case**
- **Avoid pressure** on the screen (especially in backpacks)
- **Do not place items** inside the Chromebook or its case
- Keep **food and liquids away** from the device
- Clean the screen using a **soft, dry, or slightly damp (water only) cloth**
- **Do not drop, bump, or hit** the Chromebook against hard surfaces (lockers, walls, floors, etc.)

2.2 Storing Your Chromebook

When not in use, keep the Chromebook **securely stored or with you at all times**. Students must take the Chromebook home **every day** unless otherwise directed. Never leave the device visible in a vehicle, as this increases the risk of theft. Avoid exposing the Chromebook to **extreme temperatures** (such as leaving it in a car during hot or cold weather), as this can damage the device.

3. Chromebook Damage/Loss

The district provides each student with a Chromebook to support learning both at school and at home. These devices are valuable instructional tools, and students and families share responsibility for keeping them secure and in good working condition.

Like textbooks and other school-issued property, Chromebooks must be handled with care. Due to their higher cost, damage or loss can result in significant expenses for the district and financial responsibility for families.

In accordance with district policy, fines may be assessed to cover the cost of repair or replacement. Intentional or accidental damage will be repaired and charged based on the established schedule (see final page).

3.1 Damage and Loss

In some cases, a school administrator may revoke take-home privileges and require in-school use of a Chromebook

- **Repair costs are charged based on damage**
- **Repair fines are capped at \$100 per incident- if incident repair is less than \$100, that amount will be charged**
- **If lost or beyond repair: full replacement cost is \$350**

- **Lost or stolen devices will be disabled**
- **A police report is required for stolen Chromebooks**
- **False reports of theft will be investigated and may result in disciplinary action**

Students who leave the district and do not return their Chromebook will be charged the **full replacement cost**.

3.2 Accidental damage, fire, flood or natural disaster

The district will cover costs due to accidental damage and loss **resulting from fire, flood, or natural disaster**.

4. Using Chromebooks

Chromebooks are intended for use at school each day. Students are responsible for bringing a **charged** Chromebook to all classes unless directed otherwise.

- Students who leave their Chromebook at home are still responsible for completing their coursework
- **Loaner devices will not be issued for forgotten Chromebooks**

4.1 Chromebook Repair

- Report any mechanical or physical issues to the library immediately
- Loaner Chromebooks may be issued only while a device is being repaired
- Loaners are subject to availability

4.2 Sound, Music, Games or Programs

The use of apps/games, music, and/or sound must be approved by the classroom teacher and be for educational purposes only. Taking pictures or recording (audio or visual) teachers and/or students without their explicit consent is strictly prohibited.

4.3 Internet Access Off Campus

When using a TSD Chromebook off campus, internet access is filtered in accordance with district policy and the Children's Internet Protection Act (CIPA). Students must log in using their TSD credentials to access the device. Chromebooks may be connected to home or other wireless networks while off campus.

4.4 Network Connectivity

Tumwater School District makes no guarantee that the network will be up and running 100% of the time. In the case that the network is down, the district will not be responsible for lost or missing data.

5. Apps and Operating Systems on Chromebooks

5.1 District Installation of Software

The TSD Technology Department installs educational and administrative apps and extensions on student accounts.

5.2 Additional Apps and Extensions

- Chromebooks are provided for **educational use only**
- Students may install **district-approved, classroom-appropriate apps and extensions** from the Chrome Web Store or Google Play Store

5.3 Inspection

Student devices may be **inspected at any time**

Inspections may include:

- Content stored on or accessed by the Chromebook
- The **physical condition** of the device (e.g., ID tags, barcodes, stickers, or damage)

5.4 Operating System (OS) Updates

- The TSD Technology Department will install updates to apps and the Chrome OS
- Updates may require a **device restart**
- Students should **restart their Chromebook regularly**

6. Responsible Use

This document supports the district's Electronic Resources Policy and outlines expectations for safe, appropriate, and effective technology use

Students are expected to follow all district policies, procedures, and guidelines

6.1 System Security

- Protect the device using passwords and privacy settings at all times
- Log in only as yourself
- Do not share account information; you are responsible for all activity under your account
- Report any security concerns immediately to a staff member
- Do not use tools that bypass district security (e.g., VPNs, anonymizers, or similar software)
- Violations may result in loss of network/device access and disciplinary action

6.2 Intellectual Property and Privacy

- Do not copy, download, or share copyrighted materials without permission
- Do not plagiarize content from books, websites, or other sources
- Respect the rights of creators of music, images, videos, software, and other media
- If you encounter inappropriate content, **report it immediately**
- Do not expect privacy when using online tools or district devices; activity may be monitored
- Review website privacy settings carefully before posting or sharing personal information

6.3 Inappropriate Language and Harassment

- Do not use obscene, profane, threatening, or disrespectful language on any device, in either public or private messages
- Do not post or share content that may cause harm, disruption, or target others, including discriminatory or personal attacks
- Communicate respectfully and appropriately in all online interactions (email, chat, messaging, gaming, social media, etc.)
- Do not share, forward, or post messages, images, or videos without the sender's permission
- Do not post private, false, or misleading information about yourself or others

7. Summary of Student Expectations

Students represent the Tumwater School District whenever they use district technology. All online behavior reflects on the student and the district, and students are responsible for their actions at all times.

Use of district technology is **monitored and not private**. Students should expect limited privacy on district devices, accounts, and networks.

Failure to follow these expectations—including misuse of devices, inappropriate behavior, or assisting others in violating rules—may result in **disciplinary action**, including loss of technology privileges, suspension, or expulsion.

Tampering with district technology, accessing another person's work, or violating security measures is not permitted and may result in loss of access to devices, accounts, and network services.

7.1 Student Expectations

Students are expected to:

- Follow all **teacher, school, and district guidelines** when using technology
- Communicate **respectfully and appropriately** at all times
- Report **bullying, safety concerns, or inappropriate content** to an adult
- Comply with all **district filters and security measures**
- Use devices **carefully and responsibly**
- Keep account information **secure and private**
- Use only their **own files and accounts**
- Respect others' privacy and **not share personal information**
- Follow **copyright laws and academic integrity expectations**
- Return all assigned equipment (Chromebook, case, charger) in good condition
- **Not loan** the Chromebook to others

Additional Information

- District technology use is governed by **local, state, and federal laws**, and student activity may be monitored
- Devices may be **inspected as needed**, including at the end of the school year
- Students who withdraw from the district must **return all issued equipment** at that time

Tumwater School District Chromebook Contract

Parent/Guardian & Student Acknowledgement

Please acknowledge the following:

- ☐ I understand the Chromebook is property of TSD and meant for educational purposes. Failure to abide by TSD expectations may result in loss of device and possible disciplinary action.
- ☐ I will transport the Chromebook to/from school in the protective case, charged and ready to use. I will use the designated charger that was issued.
- ☐ I understand that there may not be any Chromebooks to borrow if I fail to bring my device to school charged and ready. I am responsible for any school work I miss for failure to bring a working device.
- ☐ I understand that I am responsible to pay any costs related to any Chromebook damage, whether accidental, intentional, or obvious disregard for general care of the device. This also applies to damage I may cause to another student's Chromebook. Maximum repair fine is \$100 per incident.

Screen	Key-board	Touch Pad	Keys	Screen Bezel	Device Chassis	Webcam Lens	Lost Charger	Lost Case	Lost Chromebook	Other Parts
\$50	\$70	\$50	\$10	\$20	\$50	\$10	\$30	\$20	\$350	TBD

- ☐ I understand that any mechanical or technical problems with the Chromebook, case, or charger must be immediately reported to my school library staff. (Attempts to *fix* the Chromebook on my own may result in fines outlined above.)
- ☐ I understand I must return the Chromebook, protective case, and power adapter when requested. I understand that **I will be charged for any missing equipment and/or accessories.**
- ☐ I understand that if I transfer out-of-district and fail to return the issued Chromebook, I will be subject to fines (replacement cost of the Chromebook). TSD may turn my account over to collections if the device is not returned or fines are not paid.

The following items were given on the day of checkout:

- **Chromebook**
- **Protective Case**
- **Charger**

Print student First Name

Print Student Last Name

____/____/____
Date

Student Signature

Print Parent/Guardian First Name

Print Parent/Guardian Last Name

____/____/____
Date

Parent Signature

Student Graduation Year: 20____