



1:1 Chromebook Responsible Use Manual for Parents and Students



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The use of district-provided technology requires students to abide by all BCSS policies and procedures related to the Acceptable Use Procedures for Electronic Resources, local, state, and federal laws. Students are expected to responsibly use district technology and network resources and to keep their district-issued devices safe, secure and in good working order. The information in this Manual will assist students and parents in meeting these expectations:

1. Student Responsibilities
2. Parent Responsibilities
3. Approximate Cost to Repair/Replace



Chromebook Loaner Agreement

In addition to the provisions of the BCSS Student Internet/Computers policy, the following items apply to students participating in the BCSS Chromebook Checkout Program.

1. Parents will provide a safe, clean, & dry place for students to use & store the Chromebook at home.
2. Students will keep their Chromebook clean. No attached stickers or other items that might deface or damage the Chromebook finish, screen, case or other components.
3. No attempts will be made to modify, reconfigure, take apart, or repair the Chromebook.
4. Students will use their Chromebook for academic purposes only.
5. Students will only use BCSS-Chrome student wireless network connections at school and will not connect to any cellular network or non-district wireless access point while at school.
6. In the event of loss or intentional damage either to the device or an accessory, parents may be billed for the actual cost of repair up to the full replacement cost of the Chromebook (not to exceed \$400).
7. If your child's Chromebook is lost, stolen, or damaged, please notify your teacher at your earliest opportunity.
8. The Chromebook is monitored and can be examined at any time by BCSS.
9. Parents of students in grades 3rd-12th will purchase a \$25 annual Accidental damage protection policy per student from the Butts County School System with an out of pocket maximum payment of \$75. If record shows that you purchased an ADP fee from 3rd-5th, 6th-8th and 9th-12th within that last three years or 4 years for the high school, you will be covered on each Elementary, Middle and High School term. Going forward, new students and existing students who did not pay their ADP fee within the last year from 3rd-12th will be assessed an annual \$25 ADP fee.
10. By filling out the [google form](#), my child and I agree to abide by the BCSS Chromebook Loaner Agreement and I assume financial responsibility for the Chromebook for the duration of the time I have possession of the device.
11. I also understand that the Butts County School System will attempt to restrict all controversial or inappropriate materials and I am responsible for monitoring appropriate use of the Chromebook while at home.

You can complete and submit this loaner agreement [here](#).



Student Responsibilities

Devices

Chromebooks will be distributed to students within the first two weeks of the school year. Please do not add stickers, writing, or drawing to the outer shell of the Chromebook.

Carrying Cases

Chromebooks will be distributed with a protective case/sleeve checked out to the student. The student will be responsible for carrying his/her device in the sleeve at all times.

Charging and Battery Life

Chromebooks should be charged each night and students should come to school prepared with a fully-charged Chromebook.

General Care

- Leave asset tags displayed; do not tamper with or remove.
- Leave vents uncovered.
- Clean the screen with a soft, dry microfiber cloth if needed.
- Use designated computer disinfectant wipes to clean other parts of the device including the keyboard. (Never clean an electronic device with water.)
- **Report any damage to the device as soon as possible. This means no later than the next school day.**

Classroom Habits

- Center the device on the desk.
- Use two hands to open the lid and carry the device.
- **Do not close the lid with anything inside the Chromebook** (headphones, pencils, etc.).
- Follow all directions given by the teacher.
- Convey to your teacher as quickly as possible, without discussing with other students, any identified security problems or potential online safety issues.

Traveling To, From, and Around School

- Completely shut down the device before traveling.



- Never leave the device unattended for any reason. Use lockers/PE lockers to lock up in school.
- Do not lean against the device or on your carrying bag with the device inside.
- Do not carry by the Screen.
- Chromebooks should be stored standing up on their side; do not stack other items (such as books) on top of your Chromebook.

At Home

- Take your device home every day.
- Charge the device fully each night.
- Use the device in a common room of the home (family room, kitchen, dining room).
- Store the device on a desk or table - never on the floor!
- Do not leave the device in a vehicle.
- Protect from particles or liquid coming in contact with the device.

Acceptable Use Policy

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=4022&revid=7zg08nUbplusKCNnpyT9uUnVA==&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=&PG=6&IRP=0>

Following the Acceptable Use Procedures for Electronic Resources

Rules and guidelines are in effect before, during, and after school hours, for all BCSS electronic devices whether on or off the school campus. All use of the network, whether on a district provided or personal electronic device, must support education and research and be consistent with the mission of the school district.

Remember that files, including email, stored on BCSS equipment or the BCSS network are the property of BCSS and are subject to regular review and monitoring. (All students have access to the Google drive to save documents.)

Any failure to comply with these responsibilities may result in disciplinary action. BCSS staff may remove a user's access to the network without notice at any time and/or require the student to return the Chromebook if the user is engaged in any unauthorized activity. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds.



Parent/Guardian Responsibilities

The parent/guardian is responsible for the cost of repair or replacement if the device is:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen without a police report

Monitoring Student Use

The BCSS makes every effort to equip families with the necessary tools and information to ensure safe use of the digital devices in the home. Filtering services provided in our schools in compliance with minimum federal regulations for protection of students are extended to Chromebooks when they are used away from school.

Parent involvement is key for keeping students safe online.

Parents may elect to have students not take home the Chromebook and have it checked in and out at the school each day.

Digital Citizenship

<https://www.common sense media.org> Our mission to ensure digital well-being for kids everywhere has never been more vital than it is today. The Common Sense Digital Citizenship Program addresses top concerns for schools and educators, prepares students to make smart choices online and in life, supports teachers with training and recognition, and engages the whole community through family outreach.

Suggestions

- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- Develop a set of rules/expectations for electronic device use at home. Some websites provide parent/child agreements for you to sign.



- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- View your child’s Google Drive to check on work progress. If you have your own devices like a smartphone, computer, or tablet, and a Google (Gmail) account, you can access your child’s Google Drive to look at the work they have been doing at school, including comments from teachers and peers.
- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- Put all electronic devices “to bed” for the night at a designated time. This is a great way to ensure the Chromebook is charged nightly, and;
- Turn off your home WiFi at appropriate times. Many of the Chromebook and other device features require an Internet connection to function. When offline, the Chromebook can access the Google Docs suite and not much more. Turning off your home WiFi at night can prevent late night YouTube sessions, or chatting with friends at inappropriate times.

Service

Unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). BCSS Information Technology Department is available to assist students with getting such issues resolved. Students should submit work orders through their school Chromebook coordinator. BCSS owned devices should not be taken to an outside computer service for repair.

Loaner Devices

Temporary replacements are available at each school so that learning may continue during any repair process. Students are responsible for the care of the loaner device. The same rules and regulations apply to loaner devices.

Repairs

Costs associated with repairs are included in the following chart:

Repair Costs

<p>Intentional Damage</p> <p>Cost for intentional damage will be the actual costs to repair the device.</p> <p>Examples: Screen Replacement: \$75-\$165 Keyboard Repair: \$30-\$75 Trackpad Repair: \$75 Charger: \$25 Case: \$10-20</p> <p>Full Device Replacement due to Loss or Intentional Damage*</p> <p>\$400.00</p>	<p>Unintentional Damage*</p> <p>Unintentional Damages will be covered under the \$25 insurance fee.</p> <p>Examples of unintentional damage: Damage due to natural disaster or theft(police report), accidental dropping, etc.</p>
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*Multiple incidences of unintentional damage may result in the parent being responsible for the full replacement cost of the device. One intentional and two accidental damages will result in permanent loaner of a device.

Accidental damage vs. Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. If the device is deemed to be intentionally or willfully damaged, the student may be subject to discipline and the cost of repair or replacement. Willful damage includes damage caused by removal of any parts, writing on the machine, willful destruction, prying off keys/trackpad, spilling liquid in the machine, etc.

Lost Equipment

If any equipment is lost, the student or parent must immediately report it to the school's media specialist. When a device is reported as lost or stolen, the Information Technology Department will remotely turn off all device functionality so the device is unusable.



Equipment Return

All District owned devices must be returned upon the completion of the students 5th, 8th, and 12th grade years or when a student withdraws to transfer to another school or district and or upon the request of the Technology Department. As a part of the return procedure, the device will be inspected to assure that it is functioning properly and is not damaged. If a student leaves the BCSS, but does not return the device, they will be charged the full replacement cost, and standard rules for the restriction of records and transcripts will apply.

Early Withdrawal/Transfer

Parents with students transferring from BCSS to another district will follow all collection guidelines as part of the withdrawal process. Chromebooks, Chargers and Chromebook Sleeves should be collected. If they are transferring within the district, students will return their Chromebook and checkout another Chromebook at the new location.