



Fairfield Local School District
Chromebook Policy
Revised: April 30, 2021

Receiving the Chromebook:

Chromebooks will be distributed each fall during the first or second week of school. ***Parents and students must sign and return the Chromebook Student/Parent Signature Page before the Chromebooks can be issued.***

Return:

Student Chromebooks and accessories (power cords) will be collected at the end of each school year for maintenance over summer vacation. These devices will be turned into their homeroom teacher.

Any student who transfers out, or graduates from Fairfield Local will be required to return his/her Chromebook and accessories. If a Chromebook and/or accessories are not returned, the parent/guardian will be held responsible for payment in full prior to educational records being released.

Taking Care of the Chromebook:

Students are responsible for the general care of the Chromebooks which they have been issued by the school. Chromebooks that are broken or fail to work properly must be given to the technology team for needed repair or replacement. Please allow up to one week for repairs to be made. We strive to keep parts in stock, however sometimes we may need to order.

General Precautions and Best Practices:

- No food or drink is allowed next to a Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Students should never carry their Chromebooks while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Extreme heat or cold may cause damage to the Chromebook.
- Chromebooks should always be brought to room temperature prior to turning on.
- Under no circumstances should a Chromebook be stored in an unsupervised area. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, the library, gym, hallways, bathrooms, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.
- ***Under no circumstances should a student leave a Chromebook on the floor - in the hallways, gym or classrooms. This is a leading cause for screen damage and cannot be tolerated.***

Screen Care

- Do not press on top of a Chromebook.
- Do not place anything near a Chromebook that could put pressure on the screen (open or closed).
- Do not poke the screen with any object.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on a Chromebook.

Using The Chromebook

At School:

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, announcements, calendars, academic handbooks, and student handbooks may be accessed using the Chromebook. Students will be responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

At Home:

- All students are asked to take their Chromebooks home each night throughout the school year for charging. *Chromebooks must be brought to school each day fully charged.* Students who regularly forget to bring their Chromebooks to school or repeatedly forget to charge them at night will be subject to disciplinary action.
- Chromebooks must **not** be used at home for any non-school related activity including, but not limited to, personal videos, photos, creation and/or distribution of videos, gaming, or personal social media (for example: Instagram, Twitter, Facebook, Pinterest, Tik-Tok, Snapchat.)
- The Chromebook is for the sole use of the student to whom it has been issued.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students must bring their own inexpensive earbuds to be used with the Chromebooks.

Managing Files and Saving Work:

Students may save documents to their Google Drive. Saving to Google Drive will make the files accessible from any computer with internet access. It will be the responsibility of the students to maintain the integrity of their files within Google Drive.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Fairfield Local Schools. Spot checks for compliance may be done by teachers or administrators at any time. Only photos and videos taken for academic purposes will be allowed.

Software on Chromebooks

Originally Installed Software:

Only whitelisted apps will be allowed to be installed on the Chromebook. There will also be a list of apps that will be force installed for school use.

Virus Protection:

Virus protection is unnecessary on the Chromebooks due to the unique nature of their design.

Additional Software:

Students may NOT install additional software on their Chromebooks other than what has been approved by Fairfield Local Schools.

Gaming - personal gaming is not permitted on the Chromebooks. Educational games may be used according to teacher guidelines.

Protecting and Storing the Chromebook

Chromebook Identification:

Chromebooks will be labeled. Chromebooks may be identified in the following ways:

- Record of serial number and asset tag
- Individual name label

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing the Chromebook:

NOTHING should be placed on top of a Chromebook. Students need to take their Chromebooks home with them every night.

Damage to or Loss of a Chromebook and Accessories

Students and parents will be charged for Chromebook damage that occurs when a Chromebook is misused, handled in an inappropriate or abusive manner, or left unattended.**

Lost or Damaged Device and Accessories:

A Chromebook or any of its accessories that is lost or damaged is the responsibility of the student and parent. The user will be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school. Due to the nature of finding available parts and price fluctuations, the cost of the repair may vary from the below.

- Replacement of the Chromebook - \$300 to \$400 depending on model
- AC Adapter & power cord - \$55
- Screen - \$125
- Battery - \$100
- Other - To be determined based on actual cost

Chromebook Technical Support

The Technology Coordinator will be the first point of contact for repair of the Chromebooks. Services provided by the coordinator include:

- Password identification
- User account support
- Coordination of warranty repair
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates

Technology Acceptable Use and Code of Conduct

All other policy statements regarding technology acceptable use, code of conduct issues, and school homework policies found in the Fairfield Local School District Parent-Student Handbook apply to the use of the Chromebooks.

**Fairfield Local School District
Chromebook Policy Handbook
Student Pledge and Signature Pages**

- I will take good care of my Chromebook. I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food/beverages away from my Chromebook as these may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on any Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Fairfield Local Schools.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook and/or power cord/charger in the event that any of these items are lost or intentionally/neglectfully damaged.
- I agree to return the Chromebook, power cord/charger, and case in good working condition at the end of each school year.

User Agreement

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to our students. In order to use technology resources, I agree to abide by all guidelines and policies as stated in the chromebook policy handbook and the parent/student handbook.

Student Signature: _____ Date: _____

Parent/Guardian Agreement

As the parent or legal guardian of the student signing above, I have read the Chromebook policies and grant permission for my child to access a Chromebook. I understand that my child will be held liable for violations of this agreement. I understand that Chromebooks and technology resources are intended for educational purposes only. I also understand that it is difficult for my child's school to restrict access to all controversial materials, and I will not hold Fairfield Local School District responsible for materials acquired on the network.

Parent Signature: _____ Date: _____

Asset Tag: _____ Model: _____

Serial Number: _____ Grade: _____

Notes: