

## **HBCS CHROMEBOOK POLICY ( 4th-12th Grades)**

HBCS is providing students with a Chromebook and a charger. These devices are the property of HBCS. The supplied devices will provide each student access to educational materials needed to be successful. The Chromebook allows students access to RenWeb, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied devices is an educational tool and is not intended for gaming, social networking or high-end computing.

### **Receiving your Chromebook**

- **Students MUST provide a padded Chromebook case or sleeve.**
- Chromebooks will be distributed within the first week of the school year to 4th-12th grade students.
- Parents/Guardians and students MUST sign and return the Chromebook Agreement document before the Chromebook will be issued to the student.
- Transfer/new students will be issued their Chromebooks and cases on their first day of attendance and after both they and their parents/guardians have completed the Chromebook orientation and signed the Chromebook Agreement.
- Chromebooks will be collected at the end of each school year and students will be **reissued the same Chromebook** every year while enrolled at HBCS.

### **Returning your Chromebook**

- Students must return Chromebooks & chargers to the IT Room by the end of the last day of final exams. Seniors will return Chromebooks & chargers by the end of the last day of senior final exams.
- Students leaving HBCS must return Chromebooks & chargersto the IT Room on the last day of attendance.
- Any student not returning the Chromebook & charger at the end of the year or upon withdrawing from HBCS, will be billed the full replacement cost.
- Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

### **IF A STUDENT LEAVES THEIR CHROMEBOOK AT HOME**

**First time “Freebie”** : Students are allowed to have a parent bring their Chromebook to school one time without it being counted against them.

After the “Freebie” is used they will be allowed to phone their parent/guardian to bring it to school. ***This must happen before the school day starts and the Chromebook must be on campus before the first bell,*** If the Chromebook is not on campus by the first bell, students are to request a loaner from the Tech Desk.

## **CHROMEBOOK LOANER**

If a student leaves his/her Chromebook at home or brought it to school without being charged, they are to get a loaner from the IT room

- First occurrence: FREE
- The second occurrence: \$5 fee billed to account
- The third occurrence: \$10 fee billed to account
- The fourth occurrence: \$15 fee billed to account and disciplinary action.
- Repeat violations of this policy will result in disciplinary action.

Students who obtain a loaner will be responsible for returning the borrowed device to the IT Room by 3:30 p.m.

## **Charging your Chromebook**

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Chargers may not be brought to school.
- Students whose Chromebook battery does not last for a full day will be issued a loaner from the IT Room
- Students who obtain a loaner are responsible for returning the borrowed device to the Tech Desk by 3:30 p.m.

## **Taking Care of your 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 submitted to the Tech Desk as soon as possible so that they can be taken care of properly. ***Do not take any HBCS-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

## **General Guidelines**

- Chromebooks & chargers must have an HBCS asset tag on them at all times; **these tags must not be removed or altered in any way.** If a tag is removed, disciplinary action will result.
- No food or drink is allowed next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport a Chromebook with the power cord plugged in. Never store a Chromebook in its carrying case while plugged in.
- Never carry a Chromebook while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents cannot be covered.
- Chromebooks should never be left in a car or any unsupervised area.

- Students are responsible for bringing completely charged Chromebooks for use each school day. Chargers must be left at home.
- Any “pranking” of another student’s Chromebook (hiding, switching , etc.) will be subject to disciplinary action, up to and including possible suspension.

### **Carrying Chromebooks**

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Case use is required when transporting the Chromebook to and from buildings and from classroom to classroom.

### **Screen Care**

Chromebook screens can be easily damaged. **Screens are particularly sensitive to damage from excessive pressure on the screen.**

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not place objects (textbooks, backpacks, etc.) on 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 the carrying case that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks). Do not place the device near magnets or anything with high electric current.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth; cleaning solvents can damage the screen.

### **Chromebooks Needing Repair**

- Chromebooks needing repair will be brought to the IT Room to have a repair ticket created. **All repairs will be handled by the technology department staff.**
- **Students will be responsible for the cost of any parts purchased (i.e. screen, keyboard, chargers, etc.) that are damaged while in their possession.**
- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.
- ***Loaner Chromebooks will be issued to students when their Chromebook is in the IT Room for repairs (without fee or penalty).***
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession.
- Students will be required to reimburse HBCS for the replacement cost if a loaner Chromebook is lost or stolen.

## **At Home Use**

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is the same as at school; refer to the care section.
- Always transport a Chromebook in its carrying case.
- School-supplied filtering is not available at home.
- Chromebooks are to be used for educational purposes only and usage can be audited at any time.
- Students will be bound at all times by HBCS technology policies, administrative procedures, acceptable use policies, and all other guidelines in this document.

## **Chromebook Technical Support**

Technical support is available as follows. Additionally, if repair is necessary, students will submit a request for repair at the IT Room

The Technology Coordinator will provide the following:

- Password resets
- User account support
- Coordination and completion of warranty and Safeware repairs or replacements
- Loaning of Chromebooks while a student's Chromebook is out for repairs, left at home or not charged when brought to school.

Contact Andrea Willis Bell with any questions: [awillis@hbcnsi.org](mailto:awillis@hbcnsi.org)

## **Chromebook Policy Acknowledgement Form**

I understand the Chromebook policy as put forth by Highland Baptist Christian School and hereby agree to follow this policy. I also understand that by signing this form, I am also agreeing to the conditions as set forth in the HBCS handbook.

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Grade

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Student Name (Please Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date