



Chromebook Use Policy

The mission of the Chromebook 1:1 program at Primary Prep Middle School is to create a collaborative learning environment for learners and to support cross-curricular technology engagement.

Chromebook Checkout Procedure:

- Parents and students must read, agree, and sign the Chromebook Use and Digital Citizenship Agreement. Note: It is the school's intention that each student will be assigned the same Chromebook for the duration of their enrollment at Primary Prep.
- Chromebooks will be collected at the end of the school year for maintenance, cleaning, and software installations. Every attempt will be made for students to retain their original Chromebook each year. All Chromebooks are the property of Primary Prep and are subject to the same guidelines as other school property. Failure to turn in a Chromebook will result in the student being charged the full replacement cost of these items.

Chromebook Care

- 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 returned to the office as soon as possible. School owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

General Precautions:

- No food or drink should be near a Chromebook
- Cords, cables and removable storage devices must be inserted and removed carefully with Chromebooks.
- Chromebooks should not be stored near pets or where baby brothers or sisters can reach and damage.
- Never leave Chromebooks unattended.
- Never leave Chromebooks inside a car where high temperatures can damage them or they can be easily stolen.
- Take care when Chromebooks are plugged in so the cord does not trip someone or cause the tip to break off inside the charging port.
- Do not personalize Chromebooks—no writing, drawing, stickers, labels, etc. unless placed there by the school.
- Do not use or install any software or operating systems. Virus protection and updates are built in and require no actions on students' part.

Moving Chromebooks around

- Always use caution when transporting the Chromebook from class to class.
- Never carry Chromebooks while the screen is open.
- Never lift or move Chromebooks by the screen.

Screen Care

- Heavy objects should not be placed on top of Chromebooks.
- Do not store Chromebooks with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (like pens, pencils, etc).
- Clean screens with soft, dry microfiber cloth or anti-static cloth-no cleaning solvents.

Charging Chromebooks

- Students must ensure that Chromebooks are charging in the cart prior to leaving each day.

Sound

- Sound must be muted at all times unless permission is obtained from the class teacher.
- Headphones may be used at the discretion of the teachers.
- Students must provide their own headphones.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers.
- Students cannot easily print directly from their Chromebooks. However, files can be shared or emailed to a computer for printing. Printers are available on site if students cannot accomplish this at home.

Logging into a Chromebook

- Students will log into their Chromebooks using the school issued email account credentials.
- Students should never share their account passwords with others.

Managing and Saving Digital Work

- Student work will be stored in the Google Drive and can be accessed from any computer with an Internet connection.
- Students will be instructed on using some Google applications off line.
- The school is not responsible for the loss of any student work.

Google Apps for Education

- Chromebooks seamlessly integrate with all of Google productivity and collaboration online tools including Google docs for word processing, spreadsheets, presentation, drawings and forms.
- Web based applications and tools will also be available.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of a 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 using installed monitoring software. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Cost of Repairs

- Parents will be held responsible for damage to their student's Chromebook including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value (approx. \$235).

Appropriate Uses and Digital Citizenship

- School-issued Chromebooks should be used for educational purposes. Please read and sign the Chromebook Use and Digital Citizenship Agreement
- Please sign and return ONLY the next page. Keep all other information for your records. Students must have a signed agreement on file in order to be assigned a Chromebook