

## Rivet Middle/High School

### Chromebook Policy 2020-2021

Rivet High School is supplying students with a Chromebook device. This device is property of Rivet High School. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, Plus testing portals, and web-based tools. The device is NOT intended for gaming, social networking or high-end computing.

#### Chromebook Distribution

- Chromebooks will be assigned each fall during the first few of school.
- Chromebooks will be stored in the cart at the end of each day and while not in use during class periods.
- Students and parents/guardians must sign and return copies of the *Chromebook Policy and Procedures and Acceptable Use Policy* documents.

#### Chromebook Identification

- Students are to only use their school assigned Chromebook for schoolwork
- A student is not allowed to loan his/her Chromebook to another student or individual unless deemed by the administration.
- A student is not permitted to use his/her own personal Chromebook or any other personal electronic device unless deemed by the administration.

#### Chromebook Care

Students are responsible for the general care of the Chromebook they have been assigned by the school. Chromebooks that are broken or fail to work properly must be reported immediately to the office for evaluation and completion of the necessary documentation. The Chromebook is school property and all users will be held accountable to the maintenance and care of the device outline in this document.

#### General Expectations

- Cords, cables, chargers and removable storage devices must be inserted carefully into the Chromebook to prevent damage.
- Students are responsible for keeping foods and beverages away from the Chromebook.
- Vents cannot be covered.

#### Carrying and Storing Chromebooks

- Transport Chromebooks with care.
- Students should never carry their Chromebooks while the screen is open.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Chromebooks must be shut before storing.
- Chromebooks should not be left in an unlocked locker.
- Chromebooks should not be left in unsupervised areas.
- Nothing should be placed on top of the Chromebook when stored in locker.

### Screen Care

- Do not lean on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not poke the screen with anything that would mark the screen.
- Do not place anything on the keyboard before closing the lid. (e.g. pens, pencils etc.)
- Do not place magnets or anything with high electric current.
- Clean screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals will damage the screen.
- Do not bump the Chromebook against desk, walls, doors, and floors as it could eventually break the screen.

### Using Your Chromebook at School

Chromebooks are intended for use at school **each day**. High School students must bring their Chromebooks to school every day and use them according to each teacher's expectations. **Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their class teacher.** All aspects of the *Student Handbook and Acceptable Use Policy* are applicable to the use of Chromebooks and other electronic devices.

### Battery

- Chromebooks must be brought to school each day in a fully charged condition.

### Chromebook & Classwork

- If students leave their Chromebook at home or lose Chromebook privileges, they are responsible for getting the course work completed as if they had their Chromebooks present.
- Chromebook malfunctions are not an acceptable excuse for not submitting work
- Chromebooks should always be turned off and secured after students are done working to protect their work and information.

### Sound, Music, Games or Programs

- Sounds must be muted at all times unless permission is obtained from the teacher for educational specific purposes.
- Students are expected to provide their own headphones.
- Students are not allowed to stream music, videos, or any other materials. The only exceptions would be under the permission of a teacher for specific educational purposes.
- Students are not allowed to access online games or social media sites during the school day.

### Originally Installed Software

- The software/apps originally installed by Rivet High School must remain on the Chromebook in usable condition and be easily accessible at all times.
- Personal software and apps are not allowed unless approved by school administration.
- Random periodic checks and inspections will be made.

### Acceptable Use

The use of Rivet High School technology resources is a privilege, not a right. The privilege of using the technology resources provided by Ribet High School is not transferable or to people outside the district and terminates when a student is not longer enrolled in Rivet High School. All users should be aware of the responsibility associated with efficient, ethical, and lawful use of technology resources. **Students shall have no privacy when using their Chromebook or in the contents of their Chromebook.** If a student violates any part of the Chromebook Policy and Procedures or the Acceptable Use Policy, privileges may be terminated.

***Violations may result in disciplinary action up to and including the suspension/expulsion for students. When applicable, law enforcement agencies may be involved.***

### Student Activities Prohibited

Students will use their Chromebook in a manner acceptable for educational purposes.

- Illegal installation of copyrighted materials
- Any action that violates existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials, either for personal use or for the use of harassing another individual.
- Use of chat rooms, sites selling papers, book reports and other forms of student work.
- Messaging or content sharing services or any kind for non-school related activities.
- Internet gaming while during the school day.
- Changing the Chromebook settings.
- Spamming or sending inappropriate emails.
- Gaining access to another student's accounts, files, or data.
- Inappropriate use of anonymous or false communications on social media.

### Damages or Stolen Chromebooks

- Chromebooks that malfunction or are damaged must be reported to Rivet Office.
- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.
- Chromebooks that have been damaged will be repaired with the student/parents being responsible for the cost.
- Chromebooks that are stolen must be reported immediately to the office. Chromebooks not recovered can be filed with the Police Department.

### Repairing or Replacing Your Chromebook

Students will be held responsible for maintaining their individual Chromebook and keeping them in good working order. Students will be responsible for damages to their Chromebooks.

Replacement cost:

- Full replacement \$250
  - Normal Screen replacement \$75
  - Keyboard \$60
  - Charger \$55
- 

**I agree to the stipulations set forth in the above document including the Chromebook Policy, Procedures, and Information, and the Acceptable Use Policy.**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chromebooks will not be issued to any student until both student and parent sign this form and return it to school. Students who withdraw, are suspended, or terminate enrollment at Rivet for any other reason must return their individual school Chromebook computer on the date of termination.**