



Blanchester Middle School

Chromebook Policy Handbook
2018-2019

The policies, procedures, and information within this document apply to all Chromebooks used at Blanchester Middle School by students, staff, or guests including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

Receiving Your Chromebook

Chromebooks will be distributed each fall during the first week of school. *Parents & Students must sign and return the Chromebook Parent - Student Agreement form found on the last page of this document before the Chromebook can be issued to their child.*

Training

Students will be trained on how to use the Chromebook by Blanchester Schools.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the supervising teacher, who will issue a tech help ticket that includes the student's name, Chromebook number, and information about the damage and how it happened. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- ❖ No food or drink is allowed next to your Chromebook.
- ❖ Cords, cables, and removable storage devices must be inserted carefully into the chromebook.
- ❖ 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.
- ❖ Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook
- ❖ Always bring your Chromebook to room temperature prior to turning it on.
- ❖ Do not lay items on the keyboard as this may break the screen when you close the Chromebook.
- ❖ Keep your Chromebook in a secure location. This means the Chromebook should either be in your possession or in a locked area.

Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

Screen Care

- ❖ The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- ❖ Do not lean on top of the Chromebook.
- ❖ 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.
- ❖ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Using Your Chromebook

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

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Managing Your Files and Saving Your Work

Students will save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Blanchester Schools. Spot checks for compliance

will be done by administration or Blanchester Technicians at any time. Noncompliance may be considered vandalism and disciplinary consequences may apply. Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate material found on a Chromebook will be referred for appropriate disciplinary action. Chromebooks belong to Blanchester Schools and any information stored on the Chromebook is the property of the school and is subject to review.

Protecting & Storing Your Chromebook

Chromebook Identification

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- ❖ Record of serial number and Blanchester asset tag
- ❖ Individual's Google Account username

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

Storing Your Chromebook

When students are at lunch their chromebooks should be shut down and placed in the center of their desk. When students are in Gym there will be a designated place for the chromebooks to be placed.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, media center, hallways, bathrooms, or any other location that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated and taken to the Principal's Office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised area.

Repairing or Replacing Your Chromebook

Chromebooks repair/low battery procedure

- ❖ If a student has an issue with their chromebook (not working or low battery) then they need to take the chromebook to their homeroom teacher.
- ❖ Their homeroom teacher will issue them a loaner chromebook until their chromebook is either fixed or charged.
- ❖ Students will sign out the loaner chromebook on a clipboard designated by the homeroom teacher.
- ❖ If a student is getting a loaner chromebook because theirs is not charged then they will use the loaner for the rest of the day and resume use of the normal chromebook the following day.

Blanchester Middle School Chromebook Device Maintenance Plan

Blanchester provides routine maintenance for each student's Chromebook. Students will be required to pay for repair per the chart below for *Accidental* incidents per school year. If a student withdraws from Blanchester and then re-enrolls later in the school year, the maintenance plan at the student's initial registration will be reinstated where it left off at the time of withdrawal.

First Incident	Subsequent Incidents
Up to \$100	Full Replacement

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. If a student damages another student's device they will be charged with vandalism and responsible for full replacement or repair and other applicable disciplinary actions. The Blanchester Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school or a payment plan is established.

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Chromebook Policy Handbook
Parent - Student Agreement

- ❖ I will take good care of my Chromebook and know that I will be issued the same Chromebook each year while at the High School.
- ❖ 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 keep food, beverages, pencils, pens, etc. away from my Chromebook since they 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 the Chromebook.
- ❖ I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Blanchester Local Schools.
- ❖ 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 in the event that any of these items are lost or intentionally damaged.
- ❖ I will follow the policies outlined in the Chromebook Policy Handbook while at school.
- ❖ I understand the Blanchester Local Schools Student Network and Internet Acceptable Use and Safety Agreement which can be found on the district website.

By signing below, I acknowledge my responsibilities as outlined in this Handbook to use and properly maintain my Chromebook throughout the school year, and the applicable costs if my Chromebook is damaged.

Student Name (Please Print): _____

Student Signature: _____

Parent/Guardian Signature: _____

Parent's/Guardian's Email Address: _____

Date: _____ Grade: _____