

Franklin City School District Chromebook Policies and Procedures

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been assigned by the school. A loaner or spare will be provided until the repair has been completed. The information below outlines the current fee structure for Chromebook repairs:

\$25 Repair Incidents

- Broken or damaged devices (screens, keyboards)
- Lost or damaged power supplies

\$10 Repair Incidents

- Case replacement

\$5 Repair Incidents

- Label/Asset Tag removal
- Defacing: stickers, screws, writing

If a student has been assessed a fee due to repairs, a notification will be sent to parent/guardians via email that has been registered in the district Student Information System (SIS).

General Precautions

- Headphones/earbuds and mice may be used at the expense of the student.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- An identification label with the student's name is acceptable on the Chromebooks.
- Do not cover any vents. These are essential to keeping the computer cool.
- Chromebooks must have a Franklin City School District asset tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed, disciplinary action will result.
- 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.
- Do not deface your Chromebook by adding any stickers, labels, skins, or using markers to write on them. An identification label with the student's name is acceptable on the Chromebooks. This will be considered vandalism and appropriate disciplinary action will be taken.

Screen Care

The Chromebook screens can be easily damaged! The 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 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 poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

I have read and understood the above policies and guidelines:

I agree

I decline

Student ID _____

Student's Printed Name _____

Student's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

It is the responsibility of the custodial parent or legal guardian to notify Franklin City Schools as to any change in this agreement.