

Franklin City School District 1:1 Chromebook Policies and Procedures

RECEIVING YOUR COMPUTER

Chromebooks will be distributed within the first week and/or during orientation of each school year. Parents/Guardians and students **MUST sign and return the Franklin City School Chromebook Agreement document before the Chromebook can be issued to their child.** This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Franklin City School District. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at Franklin City Schools. A technology fee of \$50 will be added each year to offset the cost of the Chromebook. The fee for students on free and reduced will be: \$25 (Reduced) and \$0 (Free).

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 taken to the Media Center as soon as possible so that they can be taken care of properly. A loaner or spare will be provided until the repair has been completed. **Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.** A flat fee of \$25 will be charged to the student for broken or damaged Chromebooks. There will also be a \$25 fee for lost or damaged power supplies. Normal hardware issues that are beyond the control of the user will be submitted in for warranty repair at no cost to the user.

General Precautions

- **A Case for the Chromebook is highly recommended and not provided by Franklin City Schools.**
- 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.
- Chromebooks must remain free of any writing, drawing, or stickers. 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 tag is removed, disciplinary action will result.
- Chromebooks should never be left in a car or any unsupervised area.
- 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 lid closed.
- Do not remove any pre-existing tags or labels on your chromebook.
- Do not deface your chromebook by adding any stickers, labels, skins, or using markers to write on them. 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 place anything in a carrying case or backpack that will press against the cover.
- 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).
- Clean the screen with a soft, dry microfiber cloth or antistatic cloth.
- Be cautious when using any cleaning solvents. Some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent. Watch out for labels.

STUDENT EXPECTATIONS

Students are responsible for bringing completely charged Chromebooks for use each school day. If students leave their Chromebook at home, they will be allowed to phone a parent/guardian to bring to school. A loaner (if available) can be used if unable to contact parents. Repeated violations of these policies will result in disciplinary action.

RETURNING YOUR CHROMEBOOK

All district owned Chromebooks, along with their power supplies, must be returned at the end of the school year to their respective building's Media Center. Students Leaving the District must return district owned Chromebooks at the time of withdrawal, to the Media Center. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

I have read and understood the above policies and guidelines:

Student ID _____

Student's Printed Name _____

Student's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____