

Hadley Junior High

Student Acceptable Use Guidelines for Chromebook/HP laptop

Educational goals

- Create personalized education
- Promote student ownership of learning
- Increase educational experience outside classroom and provide global exposure
- Design more engaging, interactive, and collaborative learning opportunities
- Enhance instruction for teachers and learning for students

General Information

Receiving your Chromebook

- Chromebooks will be distributed at the beginning of each school year and returned by the student at the end of the school year
- Parents and students must sign and return to the Hadley office the Hadley Student Acceptable Use Guidelines before the Chromebook can be issued to the student

Chromebook Check-in

- Chromebooks, chargers, cases and any district-provided peripherals will be returned prior to the end of the school year, on a date to be provided by District Administration.
- Chromebooks will be inventoried, receive maintenance and be secured by the district for the summer
- Students who graduate early, withdraw, are expelled or terminate enrollment at Hadley Jr. High for any other reason must return their individual school Chromebook, charger, case and all district provided peripherals on the date of termination

Damage or Technical Issues

- In the event there is damage, theft or loss of a Chromebook the student must contact Hadley administration immediately
- Any technical issue with the device must be brought to the attention of the classroom teacher who will contact the Technology Department. This may include but not be limited to the Chrome operating system, battery life, internet connectivity, failure of apps to load etc.
- All reports of vandalism or misuse of the device will be investigated on a case by case basis

Taking Care of Your Chromebook

General Precautions

- Only use a clean, soft or micro-fiber cloth to clean the screen, no cleansers of any type
- Insert all cords and cables carefully to prevent damage
- Chromebooks must never be left in an unlocked locker or left in any unsupervised area
- Students are responsible for keeping the Chromebooks battery charged and ready for school each day
- Do not subject the Chromebook to extreme cold, heat or direct sunlight for prolonged periods of time, as these conditions are potentially harmful to the device

- Do not stack books or any heavy objects on top of the Chromebook to avoid damaging the display or device housing
- Never grab or lift the Chromebook by the opened display, this can cause cracking of the display and display bezel

Transporting Chromebooks

- District 41 will provide a protective case for each Chromebook, the case will have sufficient padding to protect the Chromebook from normal wear and tear.
- Chromebooks should always be in the protective case when carried or transported
- The carrying case may be large enough to store other objects such as folders and workbooks but should be kept to a minimum to avoid damaging the Chromebook
- Chromebooks must be kept in a protective case when not in use

Using your Chromebook

Chromebooks Undergoing Repair

- A replacement Chromebook may be issued to students through the LMC if their Chromebook has been left for repair.
- Replacement Chromebooks are to be returned to the LMC when the student's Chromebook has been repaired

Charging and Securing your Chromebook

- It is the student's responsibility to secure their Chromebook in a storage cart located in the classroom of their last class of the day
- It is the student's responsibility to ensure the Chromebook's battery is charging in the cart before leaving for the day

Photos/Screensavers/Wallpaper

- Inappropriate media should not be stored on the device or used as screensavers or background wallpaper
- Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drug or gang related symbols will result in disciplinary action and may result in the loss of Chromebook privileges
- Photos and video can require a large amount of storage space and should be kept to a minimum and only be for educational purposes

Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is granted by the teacher for instructional purposes
- Personal music is not allowed on the Chromebook, music will only be added at the request and discretion of the teacher
- Internet games are not allowed on the Chromebooks
- All software/apps will only be installed by the District's Technology Department and only software and apps that support the District's curricular goals will be installed

Managing your Files & Saving Your Work

Saving to the Chromebook

- Students will save work to their District provided Google Drive for Education account via the Chromebook
- Local storage on the Chromebook will be available however storage is very limited. Anything stored on the Chromebook should be temporary and backed up by the student
- It is the student's responsibility to ensure their work stored on the local drive is backed up and not lost due to hardware failure or accidental deletion
- Chromebook malfunctions are not an acceptable excuse for not submitting work

Network Connectivity

- District 41 makes no guarantee that the network will be up and running 100% of the time. In the rare case the network is down, the District will not be responsible for lost or missing data
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations etc.

Use and privacy

- Chromebooks are district 41 property and may be inspected by district staff at anytime
- Reasons for Chromebook inspections may include but are not limited to the following: functionality, maintenance, service, and violations of the student acceptable use policy
- Students should have no expectation of privacy, district installed software allows teachers to view and access student files and email

Software Reload Process

- In the event of technical difficulties or illegal software are discovered, the Chromebook may be restored from backup. The District does not accept responsibility for the loss of any software or data that will result from "re-imaging" the device
- Students are strongly encouraged to back-up their data from the Chromebook

I have read and understand the Student Acceptable Use Guidelines for student use at Hadley Junior High.

Student name _____ Student signature _____

Date _____

Parent name _____ Parent signature _____

Date _____