**Bessemer Academy Chromebook Policy**

**2025–2026 School Year**

**1. Purpose**

Bessemer Academy provides Chromebooks to students to enhance learning through access to educational technology. This policy outlines the expectations and responsibilities regarding Chromebook usage during the academic year.

**2. Device Issuance and Return**

**Receiving the Chromebook**

* Each student in grades 9-12 will be issued a Bessemer Academy Chromebook, carry case and charging cord at the beginning of the school year.
* Parents and students must sign the **Chromebook Agreement Form** before a device is issued.
* Students must attend a brief orientation session outlining device care and digital citizenship expectations.

**Returning the Chromebook**

* Chromebooks must be returned in good working condition at the end of the school year, upon withdrawal, or when requested by school administration.
* All accessories (charger and case) must also be returned.
* Failure to return the device will result in a financial charge equal to the replacement cost.

**3. Proper Use of the Chromebook**

**Acceptable Use**

* Devices are provided solely for educational purposes.
* Students are expected to follow the **Bessemer Academy Acceptable Use Policy (AUP)** and the **Student Code of Conduct** when using their Chromebook.
* Use of the Chromebook must align with classroom rules and teacher directions.

**Prohibited Use Includes:**

* Accessing, creating, or distributing offensive, obscene, or illegal material.
* Attempting to bypass network filters, VPN usage, or accessing restricted content.
* Using the device for commercial purposes or personal gain.
* Downloading unauthorized apps, games, or extensions.

**4. Student Responsibilities**

Students must:

* Bring the Chromebook to school daily, fully charged.
* Use the device only under their own school-issued account.
* Avoid lending the Chromebook to other students, friends, or family.
* Maintain physical care of the device:
	+ Do not remove school labels.
	+ Keep away from food and liquids.
	+ Store in a secure location when not in use.
* Report any damage, loss, or malfunction to the front office immediately.

**5. Repair and Damage Policy**

**Normal Wear and Accidental Damage**

* The school will cover repairs due to normal wear or accidental damage (first incident).
* For repeat incidents, a repair fee may be assessed as follows:
	+ 1st repair: Covered by the school
	+ 2nd repair: Covered by the parent/guardian of the student at the expense of repair.

**Intentional Damage, Negligence, or Lost Device**

* Students/guardians will be fully responsible for the replacement cost in the case of
	+ Deliberate damage
	+ Lost or stolen device due to negligence
	+ Tampering with software or hardware
* Estimated Replacement Costs (subject to change):
* Chromebook: $400
* Charger: $35
* Protective Case: $20

**6. Terms of the Chromebook Loan**

* The Chromebook remains property of Bessemer Academy at all times.
* Devices are loaned for educational use only during the active school year.
* Bessemer Academy reserves the right to:
	+ Monitor device use through administrative software.
	+ Revoke Chromebook privileges at any time for inappropriate use.
	+ Collect and inspect the device at any time without prior notice.

**7. Digital Citizenship and Privacy**

* Students must practice responsible digital behavior at all times.
* Chromebooks are subject to monitoring—privacy is not guaranteed on school-issued devices.
* Personal data should not be stored on Chromebooks; cloud storage (e.g., Google Drive) should be used for academic files.

**8. Parent/Guardian Role**

Parents/Guardians are encouraged to:

* Monitor their child’s use of the device at home.
* Help reinforce expectations of appropriate use.
* Ensure the Chromebook is properly stored and charged nightly.
* Report any concerns or incidents to school administration.

**9. Acknowledgment**

Before a Chromebook is issued, students and parents/guardians must sign the **Chromebook Agreement Form,** acknowledging that they have read, understand, and agree to this policy.