

JCCS Lower School Take-Home Chromebook Policy

Receiving Your Chromebook:

Parents & Students must complete the digital acknowledgement form to confirm that they have read and agree to the terms of the Chromebook Policy before the Chromebook can be issued to the student. The student will receive a Chromebook, charging cord, and protective carrying case which are labeled "Property of JCCS" and have a unique label# which will be assigned to the student. Under no circumstances are students to modify, remove, or destroy identification labels. Students are NOT to write anything on the Chromebook, charger, or case.

Returning Your Chromebook:

Student Chromebooks, chargers, and cases will be collected at the end of each school year for maintenance. Any student who transfers out of JCCS will be required to return their Chromebook and accessories immediately. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for the replacement cost of the materials.

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 immediately taken to the office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

- No food or drink is allowed next to your Chromebook at any time.
- Cords and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use for an extended period to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this will break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold can cause damage to the laptop. Chromebooks should never be stored in a vehicle.
- Chromebooks and cases must remain free of any writing, drawing, or stickers.
- Chromebooks must be in protective case when not in use. The case should be carried separately from the school bag.

Carrying the Chromebook:

The protective padded carrying case that will be provided must be used at all times the Chromebook is being transported. Even when the Chromebook is inside of the padded case, it still must be handled carefully.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are sensitive to damage from excessive pressure on the screen.

- Do not put the Chromebook in your school bag. Carry it separately.
- Do not lean on top of the Chromebook.
- Do not place anything near or on 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).
- **Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can use individually packaged pre-moistened eyeglass lens/electronic cleaning wipes to clean the screen.**

Using Your Chromebook:

The Chromebook is to be used for academic purposes ONLY. All students are required to take their Chromebook home each night throughout the school year for charging. The student is responsible for bringing their Chromebook to school each day fully charged. Repeat violations of this policy will result in referral to administration and disciplinary action.

Students should NOT carry the power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students bring their own personal wired headphones to be used at the teacher's discretion. Wireless earbuds such as air-pods are NOT allowed.

Inspection:

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 ensuring that no inappropriate material is on the device.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include any area that is not securely locked or in which there is not adult supervision.

Lost/Damaged Chromebooks:

Parents will be charged a fee for a Chromebook, charger, case, or shoulder strap that is lost, stolen, or damaged due to student neglect. If a student loses or damages their chromebook or an accessory, the student/parent should immediately notify the front office. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook. Parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Please report any Chromebook problems immediately to the office.

-Cracked screen fee is \$100. Damaged keyboard fee is \$50.

Take-Home Chromebook Policy Acknowledgement Form

STUDENTS AND PARENTS MUST COMPLETE THE DIGITAL ACKNOWLEDGEMENT FORM. FAILURE TO COMPLETE THE FORM WILL DELAY YOUR CHILD'S CHROMEBOOK BEING ISSUED. ONE FORM PER STUDENT MUST BE COMPLETED.