



132 Eagle Drive Mount Zion, GA

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## ***Chromebook Checkout Policies and Procedures***

Mount Zion Middle School provides a one-to-one learning environment for students. All students will receive Chromebooks to be used to complete school assignments. They will be assigned to students and carried from classroom to classroom to serve as an electronic notebook and class resource. Students will also take their Chromebooks home to have access to digital learning outside of the school building. Students must be responsible in bringing their Chromebook to school every day. **If a student leaves their Chromebook at home, they will have to do an alternative pencil/paper assignment as we do not have extra Chromebooks to loan students.** Please take a moment to read over the following policies and make sure you understand the responsibilities in regards to acceptable Chromebook usage. Students must carry Chromebooks in a sturdy book bag or laptop case to protect the device.

1. All use of the school Chromebooks must be for educational purposes. Students must abide by the acceptable use policy found in its entirety in the Mount Zion Middle School Student Handbook.
2. Chromebook use will be monitored by teachers during class time. Inappropriate use will result in Chromebook use being suspended for a period of time or possibly permanently.
3. Students assume full responsibility for the device during the school day and at home. Any intentional or unintentional damage will be the responsibility of the student and parents. Common damage and costs for repairs include:
  - A. Key damage or loss = \$10.00 per key
  - B. Screen damage = \$45.00
  - C. Keyboard damage = \$30.00
  - D. Chromebook charger = \$25.00
  - E. Total replacement of Chromebook = \$265.00

### **The potential for damage can be minimized by following these rules:**

- Do not loan your assigned Chromebook to another student during class.
- Do not leave your assigned Chromebook unattended.
- Do not eat or drink while using your Chromebook. A Chromebook should not be in close proximity to any food or drink.
- Do not place the Chromebook on the floor or in sitting areas such as in desks or chairs.
- Do not leave the Chromebook near the edges of a table or desk.
- Do not run in the hallway while carrying the Chromebook.
- Do not have your Chromebooks open as you are moving from class to class.
- Do not carry your Chromebook by holding the screen.
4. Students assume full responsibility for reporting device problems, breakage, damage, loss, or theft immediately to their teacher.
5. Students are not allowed to deface the Chromebook in any way with writing, stickers, etc.
6. Students are not allowed to download or install any programs, files, images, etc. onto their Chromebooks.
7. Students are not allowed to tamper with the settings on their Chromebook or destroy files downloaded by the school district.
8. Students are not allowed to override, bypass, or change the CCS Internet filter settings.
9. Students are not allowed to be on unauthorized sites. The Chromebook will be checked frequently for misuse.
10. Students are not allowed to connect any personal devices to the Chromebook including, but not limited to: personal speakers, USB devices, headphones, etc. unless specifically authorized by the teacher.
11. Students are not allowed to trade Chromebooks with other students, or loan Chromebooks to other students.
12. Identifying stickers, serial numbers, or tags should not be removed from the Chromebook at any time.
13. Failure to utilize Chromebooks properly will result in a loss of technology privileges. Students will have to

complete assignments on paper.

14. Students must fully charge Chromebooks each night so that will be ready for school the next day. Students should transport chargers to and from school with their Chromebooks just in case. Extra chargers WILL NOT be available at school.
15. Students/Parents are encouraged to disinfect Chromebooks by wiping down the OUTER SURFACE of the chromebook with a mild cleaner. Do NOT spray anything directly on the Chromebook inside or outside.
16. Students and parents need to understand, the Chromebook is vital to learning and completing assignments daily at school. It is not something that can be left at home. We need students to be responsible and bring their Chromebooks daily. Failure to bring the Chromebook to school will result in the student having to do an alternative pencil/paper assignment.
17. Each nine weeks teachers will conduct a Chromebook check. Dates will be announced.

**Issuing of Chromebooks:**

Students will be issued a Chromebook with a specific serial number that will be connected to the students' names. Students will assume responsibility for the chromebook and its charger both at school and at home.

I have read the Chromebook policies above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute my loss of Chromebook privileges.

USER NAME (please print)

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USER SIGNATURE :

DATE:

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I have read the Chromebook policies above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute in my child not having future access to a Chromebook for use.

PARENT/GUARDIAN SIGNATURE :

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DATE:

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