

Chromebook Policies for Sewanee Elementary School

The Mission of the Franklin County School System is to provide students the opportunity to achieve their potential in an environment conducive to optimal learning. These Chromebook policies have been developed for students and families involved in Franklin County School's 1:1 initiative which will assign Chromebook computing devices to students. This is part of the Franklin County School Board's goal to initiate e-learning in the Franklin County School district. This e-learning initiative will allow access to some textbooks and related materials through the use of technology.

The district will loan a Chromebook to each student for the duration of the school year. Chromebooks are being issued to students in the same manner that textbooks are issued. Like a textbook, if a Chromebook is damaged and cannot be fixed by the technology Department of Franklin County School District, it will be the responsibility of the student and parent to pay for the replacement of the Chromebook. At Sewanee Elementary School, Chromebooks stay at school each day.

Ownership

The Chromebook is the property of Franklin County Schools (FCS). FCS retains sole right of possession of the Chromebook and grants permission to the student to use the Chromebook according to guidelines set forth in this document. FCS administrative staff retains the rights to collect and/or inspect the Chromebook at any time. There is no expectation of privacy in use of data stored on district-owned devices.

Damage

The student and parent/guardian agree to assume full responsibility for the safety, security, and care of the borrowed property. Students are informed how to properly carry their chromebooks and how to properly insert external devices such as a mouse, headphones, and power cord. Improper procedures could result in permanent damage to the Chromebook. Replacement cost of the chromebook is \$275.

General Care/Handling/Use

Students are responsible for all aspects of the borrowed Chromebook. They should close the lid of the Chromebook when it is not in use in order to save battery life. They should

charge the Chromebook every day. Students should never walk from one location to another with an open Chromebook or hold the device by the corner of the screen. The student is responsible for all media, Internet usage, file creations, file deletion, file sharing, file storage and other actions that involve all software or applications accessed via the assigned Chromebook. Students will follow Digital Citizenship when using the Chromebook. This includes:

- keeping passwords private and not sharing them.
- using the Chromebook for teacher-directed activities only.
- Not using the computer to bully or harass other people.
- Not trespassing into another student's folder, documents, or files.
- Not visiting inappropriate websites.
- Not playing games without specific teacher instructions.
- Not sending instant messages without specific teacher instruction.
- Not changing the background images and screensavers.

Students should contact their teacher immediately if they are having trouble with the Chromebook and/or become aware of inappropriate behavior.

Chromebook Identification

The school will maintain an inventory of all Chromebooks that includes the serial number, asset label ID, and student to whom it is assigned for each device.

Students and Parents/Guardians are expected to review the Chromebook policies together, sign the agreement, and return it to school immediately upon receipt.