St. George CCSD No. 258

Chromebook Loan Program

District Policies Governing Use of Technology

6:60
- Age appropriate Internet safety curriculum

6:210
- Restrictions on instructional material

6:235
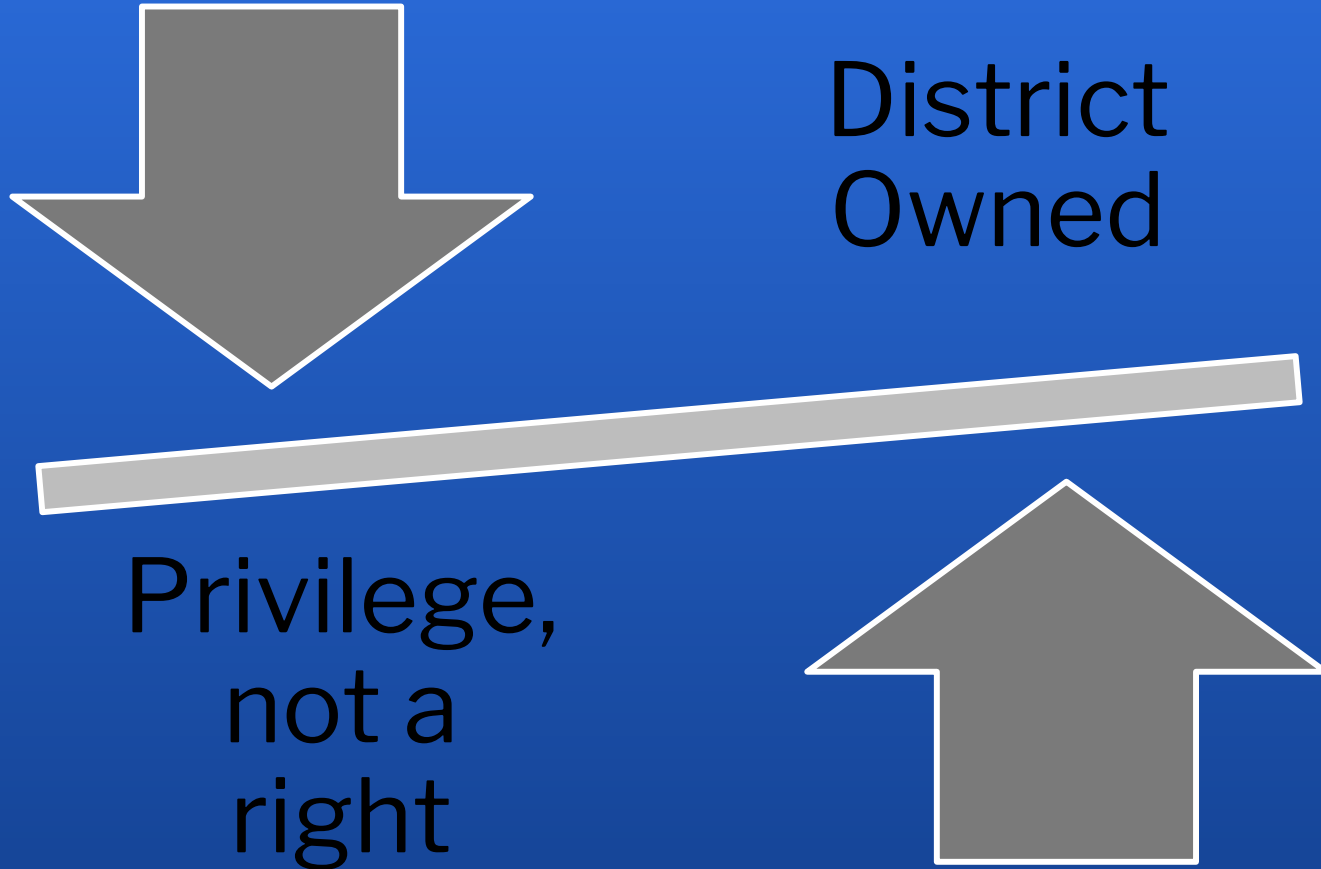- Acceptable use and access to electronic networks

7:190
- #5 – Use of electronic devices
- #15 – Prohibits explicit threats through the use of electronic device.

7:310
- Publications follow ethics and rules of responsible journalism

Student Loaner Google Chromebook

District Owned

Privilege, not a right

Returning the Chromebook

Failure to return when school resumes or when directed by Administration.

- **Charged the full replacement cost**
- **Stolen property report may be filed with the local law agency**
- **Failure to pay submitted to collection agency**

Caring for the Chromebook

Responsible for general care

Email SGChromebooks@sg258.org

Never taken to outside

Never leave unattended for siblings to use/play with

General Precautions

No food or drink should be next to Chromebooks.

Cords and cables must be inserted carefully into Chromebooks.

Chromebooks should not be used or stored near pets.

Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.

Chromebooks must remain free of any writing, drawing, stickers, and labels.

Care and Carrying

Heavy objects should never be placed on top of Chromebooks.

The issued protective sleeve should be used whenever the Chromebook is being transported or not in use.

Never lift Chromebook by the screen.

Never carry the Chromebook with the screen open.

Screen Care

Do not put pressure on the top of a Chromebook when it is closed.

Do not store a Chromebook with the screen open.

Do not place anything in the protective sleeve that will press against the cover.

Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).

Only clean the screen with a soft, **<u>dry</u>** microfiber cloth or anti-static cloth.

Asset Tags

All Chromebooks are labeled with a District asset tag.

Asset tags may not be modified or tampered with in any way.

Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag

Remember This…

Backgrounds & Themes

Inappropriate media may not be used as Chromebook backgrounds or themes.

The presence of such media will result in disciplinary action.

Tracking

The schools tracks the websites visited and internet traffic to each device.

While we cannot see your screen, we will know if inappropriate sites have been accessed and the access of such sites will result in disciplinary action.

Logging On

School Issued Google Apps for Education Account log-in

NEVER share account passwords with others, unless requested by administrator

Managing and Saving Work

Cloud Based

Majority of work is cloud based and accessible from any computer with Internet connection

Save and save frequently when necessary

School is NOT responsible for loss of any student work

Operating System and Security

Updates
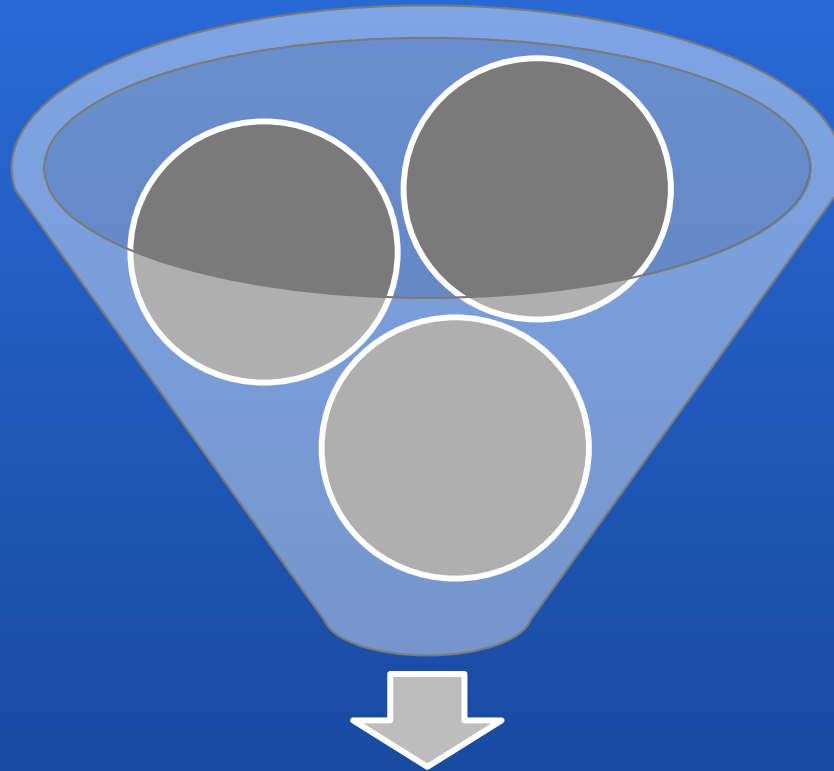- Automatic
- No need for manual updates

Operating System
- DO NOT install or use any operating system other than the current version of ChromeOS

Virus Protection
- Data encryption and verified boot
- No need for additional virus protection

Content Filtering (Again)

The schools tracks the websites visited and internet traffic to each device.

While we cannot see your screen, we will know if inappropriate sites have been accessed and the access of such sites will result in disciplinary action.

Google Apps and Extensions

- Seamless integration
- Collaboration
- Google Docs, Sheets, etc.
- Google Classroom
- SeeSaw

Google Apps for Education

Chrome Web Apps and Extensions

- **Do not install** Chrome web apps and extensions

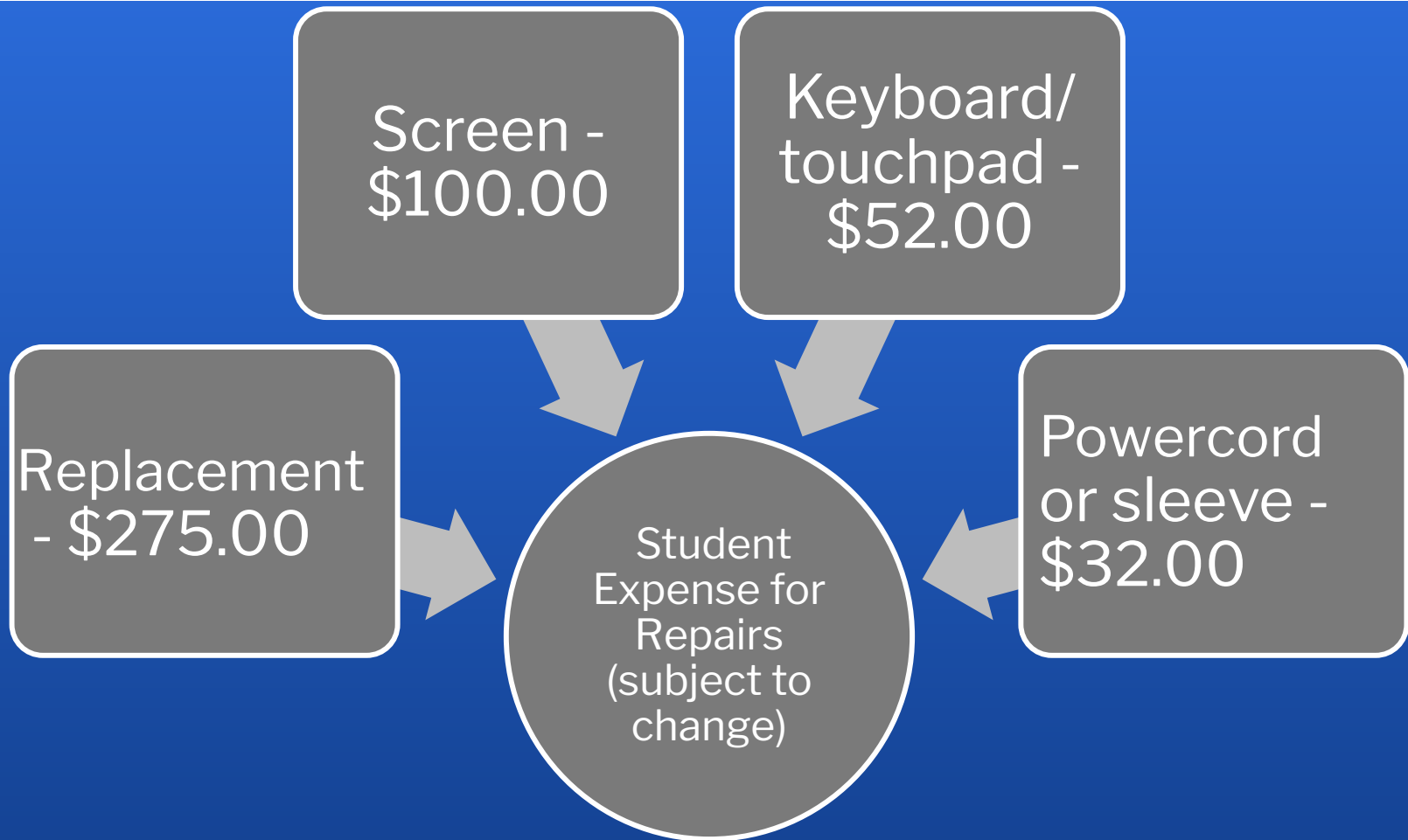- Inappropriate material will result in disciplinary action

Identification

Asset Tags – not to be removed or damaged

District log will include Chromebook serial number, name of student, and parent signature

The student must return the undamaged Chromebook , power cord and sleeve assigned

Estimated Costs

Screen - $100.00

Keyboard/touchpad - $52.00

Replacement - $275.00

Student Expense for Repairs (subject to change)

Powercord or sleeve - $32.00

Digital Citizenship

- Respect yourself
- Protect yourself
- Respect others
- Protect others
- Respect intellectual property
- Protect intellectual property

What Now?!?

Read and Discuss the STUDENT/ PARENT AGREEMENT AND PERMISSION FOR USE OF CHROMEBOOK with your student

Complete Step 2

Complete and submit Chromebook Request Form

Complete Step 3

Contact SGChromebooks@sg258.org

Questions?