

## Archbishop John Carroll High School

### Addendum

#### STANDARDS FOR PROPER CHROMEBOOK CARE

This document is an important addendum to the *Student Chromebook Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook.

Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

#### Your Responsibilities

- Treat the equipment with as much care as if it were your own property. Unsupervised Chromebooks will be confiscated. Bring the Chromebook and charging unit with you every day to ACHS. If you forget them, substitutes will not be provided. Students without Chromebooks will need to complete the assignments via alternative means.
- Chromebooks are able to be used in the school for academic reasons. If however, the teacher requests that the Chromebooks be temporarily put away students are to comply. The use of the Chromebook should support the instructional activities currently occurring in each classroom and lab. Chromebook sound must be muted at all times unless permission is obtained from the teacher or instructional purposes. The student must turn off and put away the Chromebook when instructed to do so by a teacher. The student should never use another student's Chromebook.
- At school, connect only to the school network. Do not connect to auxiliary networks such as personal or private networks or "Hot Spots".
- Keep the Chromebook secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Chromebook stored in a secure (i.e., locked in a locker room or other suitable place) place when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Chromebook in a secure place assigned by your coach/moderator and arrange to return to school to retrieve it after the activity. Chromebooks left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your financial responsibility.
- Always secure the Chromebook with a cover or case.
- Avoid use in situations that conducive to loss or damage. For example, never leave Chromebooks in school busses/vans, in the gym, in a locker room, or a playing field or in other areas where it could be damaged or stolen. Avoid storing the Chromebook in a car other than the trunk. **Avoid leaving the Chromebook in environments with excessive hot or cold temperatures.**
- Do not let anyone use the Chromebook other than your parents or guardians. Loss or damage that occurs when anyone else is using the assigned Chromebook will be your full responsibility.

- Adhere to ACHS School's Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use ask an administrator, technology director, or teacher.
- Read and follow general maintenance alert from school technology personnel.
- If a student withdraws from ACHS, all equipment must be turned in prior to departure or will be charged the full amount to replace the Chromebook with a new Chromebook.

#### How to Handle Problems

- Promptly report any problems to the Director of Technology.
- Complete a claim notification form.
- Report to the Technology Office to pick up any repaired Chromebook within 3 days of notice.
- Don't force anything (e.g., connections, buttons). Seek help instead.
- When in doubt, ask for help.

#### General Care

- Do not attempt to remove or change the physical structure of the Chromebook screen cover or plastic casing. Doing so will violate the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the Chromebook.