

**1:1 Chromebook Initiative:**

As technology advances, and colleges and careers are requiring more online content and connectivity, it is imperative for students to leave Evergreen Local Schools knowing how to be responsible digital citizens, and how to access curriculum online and in a paperless format. Therefore, each Evergreen student in grades 4-12 will be administered a Chromebook for classroom and home use. These Chromebooks and accessories are property of Evergreen Local Schools, and are subject to all the policies and bylaws associated with Evergreen Local Schools. Each student will be assessed a \$25.00 annual protection plan that will cover associated Chromebook costs (see below for specifications). At the end of a student's high school career, the student has the option to keep his or her Chromebook, provided all school fees are paid.

**Protection Plan:**

Students will be assessed an annual \$25.00 protection plan for 1:1 Chromebook use. This protection plan will help to offset the costs of repairs and accessories. Students must pay this protection plan upfront in order to participate in the 1:1 initiative.

**Damages and Repairs:**

In the event of accidental damage to the Chromebook or accessories, the following guidelines are in place for repairs. A Chromebook is defined as the computer/laptop, and accessories are defined as the battery pack charging cord and protective case:

1. In the event of intentional property damage, the student assumes 100% cost of repairs.
2. In the event of an accidental break or damage, students will be charged repair costs. Accidental damage is defined as: screen cracks, water damage, protective case damage, and battery pack/cord damage, etc. Accidental damage payments are as follows:
  - 1st Offence: \$10
  - 2nd Offence: \$25
  - 3rd Offence: \$35 and potential loss of device take-home privileges
3. For all subsequent incidences, students will assume the cost of repairs, and Evergreen Local Schools will assume the cost of labor. All internal malfunctions will be covered by Evergreen Local Schools.
4. In the event of damage, students will need to fill out a support ticket found on their Clever portal, school website under the 1:1 Chromebook tab or emailing [support@evgvikings.org](mailto:support@evgvikings.org). Name, Chromebook # and a brief description are required. Damages will be assessed by the Technology Department and/or administration to determine how best to proceed. In the interim, another Chromebook will be provided to

the student until the student's Chromebook has been repaired, provided that the incident was the first that required repairs, they've turned in the broken Chromebook and the charger. All other instances of damage beyond the first incident will require students to only have access to a Chromebook at school until their Chromebook is repaired and returned.

5. The technology coordinator and administration have the right to alter these guidelines when deemed appropriate.

### **Daily Rules and Procedures:**

1. All documentation, including the Acceptable Use Policy, must be signed and on file before a student is allowed to operate his or her Chromebook.
2. All Chromebooks will have a sticker provided by the Evergreen Local School District identifying its student user. If a Chromebook is lost or stolen, contact the Technology Coordinator or an administrator immediately.
3. Administration, teachers and staff have their own classroom management plans and procedures regarding Chromebook usage. Students may only use their Chromebooks when given express permission by the teacher/staff member. Failure to comply may result in disciplinary action.
4. Students are expected to have their Chromebooks fully charged at the beginning of each day. While charging stations will be provided in classrooms and throughout the school building, it is important for students to have their Chromebooks charged each morning for immediate use. Disciplinary action will be issued for students who habitually bring their devices to school without a full charge, or forget to bring their Chromebook to school on multiple occasions.
5. Students are expected to take their Chromebook to every class, unless directed otherwise. Since teachers are encouraged to operate a digital classroom with online content, it is imperative for the Chromebooks to be with students all day.
6. High School and Middle School students may use Chromebooks before and after school in the cafeteria. All rules/regulations regarding use can be found in the Acceptable Use Policy.
7. Chromebook browsing history and G-Suite content is subject to be searched by school personnel at any time. Inappropriate usage will be met with disciplinary action.
8. Refrain from placing stickers or drawing on the Chromebook or protective case.
9. Refrain from removing the identification sticker provided by the Evergreen Local School District.
10. Illegally bypassing the web filter for any reason will result in disciplinary action.
11. Inappropriate images or media may not be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary action.
12. Students must keep passwords confidential.

13. Sound must be muted at all times unless specifically instructed otherwise by school personnel.
14. Digital sharing of documents is preferred. Printing is discouraged but available as needed. High School and Middle School students can do this in the media center. Elementary students can print from Chromebooks if instructed by their teacher. Any unnecessary printing from Chromebooks will result in disciplinary action.
15. The Chromebook should not be used when food and drink is present.
16. For more information on guidelines, frequently asked questions, and Chromebook information, please see the district website.
17. If a Chromebook or accessories are stolen, report the theft to administration immediately. The associated costs resulting from the theft may be absorbed by the school district pending investigation.
18. Chromebooks will be used for mandatory state assessments, and will be collected for a brief time in order to prepare the devices for testing and/or software updates.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_