

# NWLSD Chromebook Care and Responsibility Information

Northwest Local School District • 513-923-1000 • [techdept@nwlsd.org](mailto:techdept@nwlsd.org)

Northwest Local School District will offer students in grades preK-12 a chromebook for use at school. The 1:1 Chromebook initiative is to enhance the opportunities for students using 21st century learning in order to meet the demands of an evolving global economy and job market. For students and parents/guardians, the following information is provided to help everyone understand the expectation and the responsibility of care and use related to being assigned a chromebook. After reviewing all of the following information students and parents will need to sign off before students will be assigned their chromebook for the year.

## Key points to remember:

- Students are expected to treat the chromebook as a valuable piece of equipment.
- Students must take precautions to prevent damage to the chromebook; for example, do not leave the chromebook where there is danger of coming in contact with moisture or excessive heat. This also includes carrying the chromebook in a safe and secure manner. Chromebooks should be left in the protective case provided at all times.
- Students must take all precautions to prevent theft; for example, do not leave the chromebook out unattended.
- Students are to use the chromebook to access only socially and educationally appropriate materials and websites.
- Students must not use the chromebook to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the chromebook)
- Students are to use the chromebook in accordance with the Northwest Local School District Acceptable Use Policy and all other applicable school district policies.
- Chromebooks are the property of the Northwest Local School District and must be returned at the end of each school year, upon withdrawal from NWLSD, or at the request of a teacher, administrator or district staff. Willful failure to return the chromebook in a reasonable amount of time and/or in good working condition may result in criminal prosecution.
- Since the chromebooks are the property of Northwest Local School District, officials of the school have the right to review all material stored on or accessed by any chromebook. School officials may revoke a student's chromebook use privileges for misuse or violation of policies.
- Students will receive instruction from school/ district staff on the proper use of the chromebook.

## Precautions and Care

### Receiving Your Chromebook

Chromebooks will be assigned and distributed to students through their homeroom/ advisory. Before receiving the chromebook, students and parents must sign and return these forms/agreements:

- The Northwest Local School District Acceptable Use Policy via the school planner or Registration Gateway
- NWLSD Chromebook Care and Responsibility Information

## Using Your Chromebook at School

- Chromebooks are for use at school each day. Students are responsible for bringing their chromebooks to all classes. Students are also responsible to charge their device each night and bring it back to school each day.

## Chromebooks Undergoing Repair

- Chromebooks that need repair will be taken to the building designated location. If the chromebook can not be fixed right away a loaner device may be issued to the student until their assigned chromebook is fixed. Students should turn in their loaner chromebook to their homeroom/ advisory each day until their assigned chromebook is fixed. Once the student's assigned chromebook is working, students will be called to the building designated location (office/ media center) to return the loaner device and get their assigned device back.
- When a student's device is broken or damaged that device will be repaired and then returned to the student. Only under exceptional circumstances will a new device be returned to the student.
- Students that lose their chromebook due to technology related disciplinary reasons will not be allowed to checkout a loaner laptop without approval of Administration or the Technology Supervisor.

## Security

- While at school, students may not connect to the internet through any network other than district wi-fi.

## Chromebook Identification

- Student chromebooks will be labeled in the manner specified by the school and district. **Under no circumstances are students to modify, remove, or destroy these labels.**
- Students are not permitted to add additional stickers or labels to their device.

## Screensavers and Backgrounds

- Only school appropriate backgrounds and screensavers may be used in the chromebooks.
- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the chromebook or within its files will result in disciplinary action and , where appropriate, referral to law enforcement.
- The computer is property of the school district. Therefore, school staff members have the right to check any materials stored on a student's chromebook, including the screensaver at anytime.
- Violations of this policy will result in disciplinary action.

## Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- It is suggested that students should have a set of earbuds or earphones for listening to things privately on the device during class.

## Student work

- It is the student's responsibility to ensure that work is not lost due to technical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.
- Chromebooks are considered required materials no different than a textbook. Therefore, the consequences for not having a charged device in class will be determined by the classroom teacher. Students will not be excused from classroom activities, assignments, or expectations if they forget to bring their device to class.

### **Network etiquette or netiquette**

- Network etiquette or netiquette is how you treat others on the network and how you respectfully use the network resources provided. Students are expected to be polite and to use appropriate language.
- They are not to reveal their telephone number and address or those of other students.
- They will not use email to engage in spamming others or posting/ forwarding chain letters.
- They will not use email to threaten or harass others.
- They will not disrupt the network in any way and they understand that all information and data housed on their computer is the property of Northwest Local School District and is not private.
- Students understand that their computer can be accessed by administrators or tech staff as well as a history of their internet usage.

### **Technology Left in Unsupervised Areas**

- Under no circumstance should chromebooks or other technology equipment be left in unsupervised areas. Unsupervised areas include not are not limited to: classrooms or unlocked lockers, bathrooms, hallways, and cafeteria. Any chromebook left in these areas is in danger of being stolen.
- Lockers are to be locked when storing any technology equipment.
- Unsupervised chromebooks will be confiscated by staff and taken to the building designated location (office/ media center). Disciplinary action will be taken for leaving your laptop in an unsupervised location. Each student is responsible for his or device.

### **Damaged or broken chromebooks**

**Normal malfunction:** For incidents where damage to the chromebook is from a normal malfunction of the device the cost of repairs will be covered 100% by the district. The student will be issued a loaner device while his/her device is being repaired. The same rules, conditions, and policies apply to the use and care of the loaner chromebook while it is checked out to the student.

**First incident of accidental breakage:** For incidents where damage to the chromebook is from a student's FIRST ACCIDENTAL breakage the cost of repairs will be covered 100% by the NWLSD Technology Repair and Maintenance Fee. Parents will be notified of the claim and the claim will be recorded. The student will be issued a loaner device while his/her device is being repaired. The same rules, conditions, and policies apply to the use and care of the loaner chromebook while it is checked out to the student.

**Additional incidents of accidental breakage:** For additional incidents where damage to the chromebook is an ACCIDENTAL breakage the cost of repairs **may** the student/family responsibility. Building administrators will make the final determination regarding the damage and the technology department will determine the cost of repairs. The student may be issued a loaner device while his/her device is being repaired. The same rules, conditions, and policies apply to the use and care of the loaner chromebook while it is checked out to the student. **Incident history is maintained while the student is attending grades 9-12. First accidental damage claims are not reset each year.**

**Negligence, vandalism or intentional misuse/damage/breakage:** For incidents where it is determined that the chromebook is damaged, broken or vandalized due to negligence or an intentional act, the student/ family will be responsible for the entire cost of either repairing or replacing the chromebook. Furthermore, the student may have their chromebook privileges permanently revoked or suspended for a specific period of time.

**End of the year inspection:** At the end of each school year a thorough examination of each device will be conducted. The student/family could be assessed fees for excessive damage or wear and tear on the device. These fees will be determined by the technology department.

### **Lost or Stolen chromebooks**

#### **Lost device:**

- If a student device comes up missing for any reason, the student should immediately notify the teacher, or administrator. For incidents where it is determined that the chromebook is lost due to negligence or a negligence on the part of the student, the student/ family will be responsible for the entire cost of either repairing or replacing the chromebook.

**Stolen device:** In the event that a chromebook is stolen. please follow the procedure below. Building Administration will work with students and parents regarding stolen devices.

1. Report lost / stolen device to the school. The building administration will contact District Technology and make attempts to locate and disable the device which makes the device unusable.
2. **A police report MUST be filed with local law enforcement.**
3. If insured, file a claim with the insurance company. Insurance company will reimburse Northwest Local Schools and student will be assigned another device
4. If uninsured, a payment for a replacement device should be made to the District Treasurer's office. The District will be responsible for placing an order for the replacement device.

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## Chromebook Loan Agreement Terms

- Students are expected to treat the chromebook as a valuable piece of equipment.
- Students must take precautions to prevent damage to the chromebook; for example, do not leave the chromebook where there is danger of coming in contact with moisture or excessive heat. This also includes carrying the chromebook in a safe and secure manner. Chromebooks should be left in the protective case provided at all times.
- Students must take all precautions to prevent theft; for example, do not leave the chromebook out unattended.
- Students are to use the chromebook to access only socially and educationally appropriate materials and websites.
- Students must not use the chromebook to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the chromebook)
- Students are to use the chromebook in accordance with the **Northwest Local School District Acceptable Use Policy and all other applicable school district policies.**
- Chromebooks, cases and chargers are the property of the Northwest Local School District and must be returned by the date listed below. Willful failure to return the chromebook (with power adapter) on time and/or in good working condition may result in criminal prosecution.
- Since the chromebooks are the property of Northwest Local School District, officials of the school have the right to review all material stored on or accessed by any chromebook. School officials may revoke a student's chromebook use privileges for misuse or violation of policies.

## Damage or Manufacturer Repair of District Owned Device

- **Normal malfunction:** Student/Parent/Guardian are not responsible for any manufacturer warranty repairs.
- **Accidental Damage**
  - **First Accidental Breakage** - There is no fee for the first accidental damage claim over the four years while the student attends grades 9-12. **Incident history is maintained while the student is attending grades 9-12.**
  - **Additional Accidental Breakage** - The full price of the repair or replacement parts may be the responsibility of the parent/guardian. Building administrators will make the determination regarding the damage and the technology department will determine the cost of repairs.
- **Negligence, vandalism or intentional misuse/damage/breakage-** Full price of repair or replacement will be the responsibility of the parent/guardian.
- **Lost/Stolen Device** - For incidents where it is determined that the chromebook is lost due to negligence on the part of the student, the student/ family will be responsible for the entire cost of either repairing or replacing the chromebook. **Full Replacement Cost: \$250 (including power adapter: Up to \$25)**

**By agreeing to the terms of this agreement, the student is given the privilege to use the district issued chromebook on or off district property.**

**Student:** I have read, understand and agree to the terms in this agreement.

\_\_\_\_\_  
Student name (print)                      Student signature                      Student ID#                      Date

**Parent/Guardian:** I have read and understand this agreement and give permission for the school to allow my child to use the Northwest Local School District device under the terms and conditions set forth above.

\_\_\_\_\_  
Parent/Guardian name (print)                      Parent/Guardian signature                      Date

DEVICE MAKE/MODEL	SERIAL NUMBER	NWLSD TAG#	TO BE RETURNED (ON OR BEFORE)

**Office Use Only:** Date Returned \_\_\_\_\_ Staff Signature \_\_\_\_\_