

Student Technology Guidelines for Chromebooks (2016-2017)

TAKING CARE OF DEVICES

1. Chromebooks stay at school.
2. Please keep food or drink away from Chromebooks.
3. Chargers and earphones/earbuds should be inserted and removed with care.
4. Chromebooks should remain free of stickers, computer wraps, or other markings.
5. The district sticker/label with your name should be visible and unmodified at all times.
6. Students are responsible for charging Chromebooks according to teacher direction.
7. Only use the Chromebook on your desk or floor as instructed by your teacher.
8. Use caution during use as Chromebook screens can be scratched by rough or sharp objects.
9. Sound must be muted unless a teacher says otherwise.
10. Chromebooks should remain in learning spaces such as classrooms, the library, and gyms.
11. Wallpaper should remain pre-programmed.
12. Store your listening devices according to your teacher's instructions.
13. For your health and safety, use only your listening device. Do not share earbuds or headphones.
14. Make sure your hands are clean before working with a device.
15. You may be held responsible for damage to a device. This includes your device or causing damage to another student's device.
16. Only install apps or extensions when instructed by a teacher.
17. Please avoid stacking anything on top of Chromebooks.
18. Use a clean fingertip or a functional (non-damaged stylus) on the touch screen.

CARRYING THE CHROMEBOOK:

1. Always carry the Chromebook with two hands to and from the cart.
2. When walking throughout the building, keep your chromebook secure.

CHROMEBOOKS UNDER REPAIR

1. You are responsible for your Chromebook.
2. If your Chromebook is broken or not working, tell a teacher so it can be repaired.
3. If your Chromebook is damaged and being repaired you may be given a loaner.
4. If no loaner is available, you may be required to complete assignments by another method.
5. You should never try to repair your Chromebook.

EXTRAORDINARY DAMAGE

Please be reminded that the technology available to you at school is the property of Golf School District 67. We ask that you take extra care in keeping the device that you are using in proper working order per the guidelines outlined in this document. If any technology is damaged while in your use or possession, you may be held responsible for the cost of repair or replacement

As a student at Golf Middle School, my teacher has read and discussed these expectations in regards to all day access with a chromebook. I understand the expectations and responsibility that comes with using technology and carrying a device throughout the building.

Student Name (print): _____

Student Signature: _____ Date: _____