

# Buckley Community Schools Chromebook Acceptable Use Form & Handbook



## Overview

Buckley Community Schools will provide the student an opportunity to take a computer home for school use. As some may be unfamiliar with a Chromebook, this document will lay out what a Chromebook is along with its care and replacement costs.

**In order for a student to take the Chromebook home, the acceptable use document at the end of this handbook needs to be signed by a parent/guardian and returned.** Please see the section titled "Does my student need to bring it home?" for more information.

## What is a Chromebook?

A Chromebook is a device that runs Google Chrome OS as its operating system. The operating system controls how the computer works and what can be done with it. Think of it like Windows on a laptop or iOS/Android on a smart phone. Chrome OS is a computer that exclusively runs a Google Chrome web browser, the same web browser you can install on any laptop and most phones. The student will log into the Chromebook using their Buckley G-Mail account.

Everything the Chromebook does is web-based, meaning an internet connection is **required to fully utilize** the Chromebook. There is limited functionality when the Chromebook is not connected to the internet. For instance, there is an offline Google Drive and eMail application that allows the student to create documents and read emails. Once an internet connection is established again, Drive and eMail will sync. There is an application store that has many apps to download and install. Some of these offer offline functionality, and some do not.

## Care of Chromebook

Caring for the Chromebook is similar in how you would care for a laptop computer. You need to make sure not to hit or drop the Chromebook to prevent damage. The HP Chromebooks come with a protective shell, the Dells do not. Chromebooks with shells should cushion it from some damage during travel, the student will still want to be careful and not place it in a backpack pocket that also contains multiple textbooks.

***The student will be expected to charge the Chromebook each night at home. If a student is not taking the device home, they will drop off the device to a designated location and charge it at the school.***

The following are the guidelines to caring for the Chromebook.

1. Do not open or remove the case of the Chromebook to access internal components. If the Chromebook is not working properly, please bring it in for repair.
2. Do not leave the Chromebook unattended. When the Chromebook is not in your possession, please put it in a secure location.
3. Do not get the Chromebook wet, drop it, throw it, or leave it under extreme temperature conditions.
4. If you need to clean the Chromebook, do not use any form of liquid cleaner. You may use a clean, dry, lint free cloth to wipe down the Chromebook.
5. Do not put any weight on the Chromebook.
6. Do not lift by screen.

## Cost of Replacement

There will be no deposit for a student to take a Chromebook home. However, in the case of lost or broken components, the child and parent/guardian will be responsible for replacing the items based on the cost laid out below.

- Replacement costs:
  - \$200 – Full Chromebook Replacement (HP G4)
  - \$250 – Full Chromebook Replacement (Dell 3400)
  - \$50 – Screen Replacement
  - \$20 – Wall Charger (HP G4) – Applies if returned with damaged/removed barcode
  - \$50 – Wall Charger (Dell 3400) – Applies if returned with damaged/removed barcode
  - \$20 – Protective Shell (HP G4)
  - \$5 – If and Chromebook barcode label is removed

If an item is lost or stolen, please report it immediately. Items are checked out and tracked via our Destiny software which is used in our library. If an item is returned which is under another student's name, the student it was assigned to will get credit for the return **not** the student returning it and they will still receive a bill for any missing item(s) assigned to them.

If a student / parent returns a Chromebook **charger** with a damaged or removed barcode, they will be charged full price for the item.

## Does my student need to bring it home?

Since the Chromebook is all web based, anything they can do on the Chromebook can be done from any internet enabled device running Google Chrome. If you have a computer, tablet, or even a smartphone at home, a student will have the same functionality as the Chromebook by installing Chrome on the device. Mobile devices will also need Google Drive and Google Calendar installed. Ultimately, the question you need to ask yourself is does my student have access to a computer at home that has internet connectivity? If they do, then there is no need to take a Chromebook home, but you still can. If they do not have access to a computer at home, you may want to consider allowing your student to bring home a Chromebook.

## Distribution of Chromebooks

Chromebooks will be distributed at the start of the school year, either during open house or shortly after school starts. For all students that sign the acceptable use policy and are allowed to bring the device home, they will be given a Chromebook, protective shell (HP G4 only), and a wall charger. If the student will not be taking the Chromebook home, they will be given just the Chromebook with protective shell. The wall charger will remain at school in the classroom and the student will plug it in at the end of the day to charge it.

Each student will be assigned a single Chromebook device and accessories. As stated above, the items will be checked out using our Destiny software to track which student has what item(s). The student will be responsible for the device and its care. Any damages done to their device will be the responsibility of the student who is assigned to it.

## Student Use

The student's use of the Chromebook will depend on the class and teacher. Many day to day activities can be done such as journal entries, research, and homework assignments.

**Chromebook Acceptable Use Form**  
**STUDENT/PARENT Take Home Agreement**

Student Name: Last: \_\_\_\_\_ First: \_\_\_\_\_

Parent/Guardian Name: Last: \_\_\_\_\_ First: \_\_\_\_\_

Grade Level: \_\_\_\_\_

\_\_\_\_ Yes I do have internet at home

\_\_\_\_ No I do not have internet at home

A Chromebook provided by Buckley Community Schools allows the student and teacher to become more engaged during class time by allowing more time to be spent learning. By taking the device home, it will give students access to technology they would not normally have and be able to complete assignments. By signing this agreement, and allowing your student to bring the Chromebook home, you are assuming the risk for any damages, repairs, or theft due to intentional or unintentional misuse of the Chromebook. Please review the section titled Cost of Replacement to understand the costs.

The student is responsible at all times for the care and appropriate use of the assigned Chromebook. If the student violates the guidelines agreed to in the District Technology Acceptable Use Policy or the rules and guidelines as explained in the Chromebook Handbook for Students and Parents, his/her privilege to take the Chromebook home may be restricted or removed and he/she may be subject to disciplinary action.

I understand as the parent/guardian I am responsible for paying the replacement for loss, damage, or repair for the assigned Chromebook which may have occurred at school or home, or while the Chromebook was being transported. The Chromebook remains the property of Buckley Community Schools. At the end of the school year or transfer from the district, parents and student agree to return the Chromebook to the school in the same condition it was issued to the student less reasonable wear.

I have reviewed the Buckley Community Schools Acceptable Use Form & Handbook and understand the rules and guidelines for appropriate use.

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

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

Please Initial next to all items provided to Student when picking up Chromebook

Chromebook \_\_\_\_\_ Chromebook Protective Cover (HP G4 Only) \_\_\_\_\_ Chromebook Charger \_\_\_\_\_

Note: Chromebooks and Chargers are checked out in Destiny via S/N for tracking purposes