



## **Chromebook Expectations Grades 6-8**

Chromebooks are assigned to all middle school students, grades 6-8, for use during the school day. Chromebooks are to be returned as received, except normal wear and tear as determined by the school, at the conclusion of each school year or when requested by any school faculty member.

The assignment and use of a Chromebook is considered to be a privilege. The Chromebook is to be used for educational purposes only. Inappropriate use or neglect of Chromebook, charger, the internet and/or any installed add-ons, apps, extensions or failure to adhere to the Acceptable Use Policy could result in the loss of Chromebook privileges. Loss of privileges will not change classroom expectations and/or assignment completion.

It is expected that all Chromebooks will be fully charged for the start of the school day. Failure to charge the Chromebook is equivalent to not being prepared for class. At the end of each school day, the Chromebook must be returned to its designated cart and plugged into its correct, labeled location.

### **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

#### **General Precautions:**

- No food or drink is allowed near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Do not put pressure on top of the Chromebook when it is closed. Heavy objects should never be placed on top of the Chromebook.
- Chromebooks should be shut down when not in use to conserve battery life.
- Do not place anything on the keyboard before closing the lid.
- Wrap the power cord properly.
- Chromebooks should never be shoved into a locker as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the school.
- Do not leave your Chromebook unattended at any time. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.
- Do not leave your Chromebook and/or case on the floor.

## **Carrying the Chromebook**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Student must transport their Chromebook in the provided carrying case. Do not drop or toss the Chromebook at any time, including when it is in the carrying case.

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen. It is NOT a touch pad.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not clean the screen. A staff member may clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

## **Using Your Chromebook**

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes charged and ready to operate, unless specifically advised not to do so by their teacher.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Students will save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files. Students may not share their passwords with other students.

## **Inspection of Chromebooks**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material. Students may not save items to the hard drive nor download software or other programs.

## **Identification of Chromebook**

Chromebooks will be labeled in the manner specified by the school.

## **Repairing or Replacing Your Chromebook**

Students and parents will be charged for damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor or replacement.



I acknowledge that I have read, understand, and agree to the expectations outlined by St. Luke Catholic School for in-school Chromebook use.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For School Use:

Chromebook identifying information:

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