



## Elementary Grade Chromebook Procedures

All elementary grade level students will be issued a Chromebook. These devices will be used primarily at school. Students may have the opportunity to take home these devices as determined by classroom teachers for assignments and activities.

### 1. Receiving the Chromebook

1.1 Prior to students receiving a Chromebook for classroom and/or home use, student pledges must be signed and submitted or acknowledged.

1.2 Chromebooks will be used as an instructional tool and resource. These devices are property of Rush County Schools and will be assigned in the same manner that a textbook is assigned for use during the school year.

### 2. Taking Care of the Chromebook

Students are responsible for the general care of the Chromebook that has been issued by the school.

2.1 Use only a clean, dry, soft cloth to clean the Chromebook. No cleansers of any type should be used.

2.2 Students and teachers must refrain from adding any writing, drawing, stickers, or labels to the Chromebooks.

2.3 Students are responsible for keeping the Chromebooks in a safe and secure location both at school and outside of the school building.

2.4 When Chromebooks are sent home for educational use the device must be charged prior to returning for the next school day.

2.5 Students must use both hands when carrying a Chromebook from one location to another.

2.6 Students may use a bookbag or backpack to transport Chromebooks to and from school.

2.7 The Chromebook must always be closed when transporting the device.

2.8 Chromebooks should be kept in the classroom carts or pillars when at school and not in use.

### **3. Using the Chromebook**

3.1 If students leave their Chromebooks at home, they are responsible for completing work as if they had their Chromebooks. If a student repeatedly leaves their Chromebook at home, that student may lose the privilege of taking the Chromebook home and be given offline assignments.

3.2 Internet access is available for students at all buildings. Any assignments or activities that are required of students outside of the school day will include offline options if internet access is not available at home.

3.3 Content used on the Chromebook must be age appropriate, educationally appropriate and legal to use. Internet use on Chromebooks will be filtered and monitored both at school and at home.

3.4 Students should keep the Chromebook closed and in a bag or backpack when on the bus.

3.5 Additional classroom rules, pertaining to the use of the Chromebook, established by teachers must be followed.

### **4. Repairing and Replacement of the Chromebooks**

4.1 All repairs and updates to these devices will be the responsibility of the Rush County Schools Technology Department. Neither students nor parents should attempt any repairs.

4.2 If a repair or update will take place during a time the device is needed for educational purposes, a loaner device will be issued to the student until the student's device is repaired.

4.3 Students must notify the classroom teachers as soon as possible if there is an issue with the Chromebook.

4.4 Any Chromebook needing updates or repairs should be given to the classroom teacher, who will then turn in the device to the technology department.

4.5 Any issue covered by the standard warranty of the Chromebook will result in no charge to the student.

4.6 Repair/replacement charges may be assessed for accidental or intentional damage. School administrators are responsible for determining if the damage is accidental or intentional.

4.7 If the Chromebook is lost or stolen contact the school immediately. The student's parents and/or guardians may be responsible for the cost of replacing the device at the current value.