



7th-12th Grade Chromebook Procedures

All 7-12 grade level students will be issued a Chromebook. These devices will be used primarily at school. Students will take home these devices each day during the school year.

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.

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 Chromebooks must be charged prior to returning for the next school day.

2.5 Chromebooks must remain in the leave-in carry case at all times both at school and away from school. Power cords should remain in the front case pocket when the device is not being charged.

2.6 The Chromebook case must always be closed when transporting the device.

2.7 Prior to closing the lid of the Chromebook, make sure that nothing is between the screen and the keyboard, such as a pencil or pen.

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 in the closed case 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 and the repair will take more than 5 minutes, 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 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 If the Chromebook is lost or stolen contact the school immediately. The student will be responsible for the cost of replacing the device at the current value.

4.7 If a service plan is available, and the device is covered, the repair and replacement costs will be determined based on the service plan contract terms and conditions.

4.8 If a service plan is not available, and/or the device is not covered, approximate repair and replacement costs for the major components of the device are as follows. These costs are estimates only and may be higher or lower due to market conditions, availability of parts, and shipping costs.

Updated 2/10/17

Part	Approximate Cost
Full Replacement of chromebook (lost, damaged beyond repair)	\$265.00
Replacement screen/display (cracked, damaged)	\$95.00
Replacement battery (damaged, depleted)	\$85.00
Replacement of keyboard (damaged)	\$45.00
Replacement of leave-in case (lost, damaged)	\$30.00
Replacement of charger (lost, damaged)	\$45.00
Replacement of line cord for charger (lost, damaged)	\$30.00
Replacement of base	\$35.00
Replacement of keyboard tray w/touchpad	\$55.00
Replacement of other components (varies by components)	\$20 to \$60 ea.