

## SHHS Chromebook Initiative

### Student Chromebook Expectations and Guidelines

Chromebooks are assigned to all SHHS students enrolled at Strath Haven High School to enhance learning. **The Wallingford-Swarthmore School District's School Board Policy No. 815 & 815A: *Acceptable Use of Networks, Internet, Computing Resources and CIPA Internet Safety Compliance* applies to all students using these district issued Chromebooks, regardless of usage location.**

The assignment and use of a Chromebook is considered to be a privilege. Inappropriate use or neglect of a Chromebook, charger, the internet and/or any installed add-ons, apps, or extensions could result in the loss of Chromebook privileges. Loss of privileges will not change classroom expectations and/or assignment completion. Chromebooks are to be returned as received at the conclusion of each school year or when requested by any school district official.

### Expectations for the Use of Student Chromebooks

#### USAGE

- Student are responsible for the appropriate use of their assigned Chromebook both at school and off campus.
- The Chromebook is to be used for educational purposes only.
- Students are responsible for backing up all data to their WSSD Google Drive to prevent loss.
- Students should not loan the Chromebook to anyone (including family members) and should not share login or password information for any website or services.
- Students will only use software that is permitted to be installed and/or run on the electronic device.
- All software on district Chromebooks will be licensed, approved and installed by a District Computer Technician.
- Downloading unauthorized games, applications or software by students is NOT permitted.
- Downloading purchased music, or loading music and/or personal photos onto the Chromebook is permitted for *educational purposes only*. However, any personal information or material on the Chromebook is the sole responsibility of the student and should not interfere with Chromebook usage or schoolwork.

#### CARE & MAINTENANCE

- Each student is responsible for keeping track of their assigned Chromebook and for taking precautions to keep it safe.
- When Chromebooks are stored in lockers, make certain lockers are completely closed and locked.
- When Chromebooks are stored in backpacks, make certain the backpack is never left unattended.
- Be careful not to drop or throw backpacks containing Chromebooks to avoid damaging them.

- Students should not carry Chromebooks while the screen is open.
- Do not lean on the top of the Chromebook when it is closed.
- Do not poke the screen.
- Cords, cables, and removable storage devices should be inserted carefully into the Chromebook so as not to damage the Chromebook's ports.
- Do not mark, decorate, attach stickers, etc. to your district issued Chromebook as it must be returned in the same condition as it was issued.
- A fee may be charged for intentional damage to your assigned Chromebook.
- Clean dirty screens with an antistatic cloth. Do not use tissues, paper towels or any other kinds of material that will scratch the Chromebook screen.
- When closing and storing the Chromebook in a sleeve or backpack, put the Chromebook in sleep mode or turn it off to prevent overheating.
- Chromebook skins, covers, carrying cases are acceptable and encouraged (but will not be provided by the district). These can be useful to protect the device and help distinguish Chromebooks from each other.
- WSSD asset tags and device name labels applied by the district may not be removed or altered. If either the asset tag or device name label on your assigned Chromebook needs to be replaced please bring your Chromebook to the Student Chromebook/GAFE Help Desk located in the SHHS Library for replacement labels.

## **PROCEDURE**

- It is expected that all students will bring their Chromebook to school with them EVERY SCHOOL DAY. A Chromebook that is left at home will be treated the same as if textbooks or homework were left at home.
- It is expected that all Chromebooks will be fully charged at home for the start of the school day. Failure to charge the Chromebook is equivalent to not being prepared for class.
- Students who forget to bring their Chromebook to school *will not* be provided with a loaner.
- Seniors MUST return their school issued Chromebook and charger before the end of the school year.
- Students that are withdrawn from the district MUST return their school issued Chromebook and charger prior to leaving the district. Student records will not be released until the assigned Chromebook and charger have been turned in.
- Damaged Chromebooks should be taken to the Student Chromebook/GAFE Help Desk located in the SHHS Library. An incident report will be filled out and signed by the student, and a loaner Chromebook will be issued.
- If your assigned Chromebook is lost or stolen, go to the Student Chromebook/GAFE Help Desk located in the SHHS Library. An incident report will be filled out and signed by the student, and then given to a building principal who will investigate the situation. A loaner Chromebook will not be issued until the investigation is complete.
- Students are responsible for the replacement of lost/damaged Chromebook charging plugs.
  - **Replacement chargers must be purchased from [www.dell.com](http://www.dell.com) or the SHHS School Store (approximately \$60). Compatible or refurbished replacement charger cannot be accepted and may not be safe.**
    - **If you Chromebook name starts SHHS18, use Part # 492-BBKH**
    - **If you Chromebook name starts SHHS19 or SHHS20, use model number Part # 492-BCBI**