



Chromebook Care and Use Pelham School District

Using Your Chromebook at School:

You are expected to come to school with your Chromebook fully charged every day and you will be expected to bring your Chromebook to all classes. The chromebooks have an 8-10 hour battery charge that should last through a typical day. You may not leave your Chromebook at school to charge.

If a student does not bring their Chromebook to school:

- They may check out a loaner for the day, if one is available.
- If a student fails to bring their Chromebook to school frequently then this may result in disciplinary action.
- If a student checks out a loaner, they will be responsible for returning the borrowed device to the Technology Center/Library before 2:00 p.m.
- If the loaner is not turned in by the end of the school day, administration will be notified.

If a Chromebook needs to be repaired:

- A loaner Chromebook may be issued to students when they leave their school-issued Chromebook for repair due to accident or defects.
- If students are having their devices repaired the loaners can be taken home.

Using Your Chromebook Outside of School:

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however there are some applications that can be used while not connected to the Internet. The district utilizes an Internet content filter in order to maintain compliance with the Children's Internet Protection Act (CIPA) and to protect students from obscene or harmful content. All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the District. If a site is blocked and a student feels it would benefit their learning, then students should contact it-helpdesk@pelhamsd.org to request that the site be unblocked.

General Care and Insurance

Students are responsible for the general care of the Chromebook. Students will have the same Chromebook for three years. If a student has a Chromebook that is broken or fails to work properly they will need to bring it to the designated support area within the school as soon as possible so the issue can be diagnosed and addressed. In the first year of ownership, the device will also be covered against all defects in materials and workmanship. The vendor will provide normal replacement parts necessary to repair the Chromebook or a replacement is warranted. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. If a student intentionally damages their device they will be responsible for the replacement costs.

For grades 8-12 there will be a \$14.00 optional device fee that will cover **unlimited accidental damage in one school year**. For grades 6 and 7 the optional device fee will be \$20.00 due to the change in Chromebooks being issued to these grade levels. (touchscreen) We highly encourage parents to purchase the insurance. If you do not choose to pay the fee then parents/students will be responsible for the cost of any

accidental damage to the device. Please report any lost or stolen devices to the building administration immediately. Lost or stolen devices will be subject to the Chromebook replacement fee.

Chromebook Replacement/Repair Fees:

Chromebook: \$175.00

AC Charger: \$25.00

Case: \$10.00

Display screen: \$50.00

Chromebook Facts:

-We utilize the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

Students in grades 9-12 are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.

General Care and Precautions:

-No food or drink next to your Chromebook.

-Insert cords, cables or thumb drives carefully into the ports on your Chromebook.

-Only approved Skins or removable decals may be applied to your Chromebook. Your Chromebook must be free of any writing, drawing, or stickers that cannot be removed.

-Never carry a Chromebook by the screen. Always be sure the Chromebook is closed when carrying in the classroom

-When outside the classroom be sure your Chromebook is in it's carrying case.

-Your Chromebook will come with a protective case and a charger. When travelling between classes or storing your Chromebook in your locker, it must be protected and carried in the case. Do not leave your Chromebook unattended.

-Do not loan your Chromebook to other students or individuals.

-Do not place objects on top of the Chromebook. The screen can be damaged.

-Only clean the screen with a soft, dry microfiber cloth and anti-static cloth.

-Do not tamper with the asset tag on the back of the Chromebook. If you notice it is peeling off, please return your Chromebook to the designated support desk for assistance. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.