

Chromebook Policy

Trinity Lutheran School
Brillion, WI

This Chromebook Policy outlines the procedures and policies for families to protect the Chromebook investment for themselves and Trinity Lutheran School.

Receiving Your Chromebook

Families will have the option to purchase a Chromebook or lease one through Trinity Lutheran School. Chromebook payments are due by the annual “Back to School Night” held in late August. The current purchase price is \$275 and annual lease fee is \$75. There will also be an option to purchase a leased device for \$200 at the end of the school year. Families that have chosen to purchase their child’s Chromebook will also be required to purchase a case for their device. TLS will facilitate the purchase of Chromebook cases. TLS will provide cases for Chromebooks distributed under the leasing program.

Parents and students must sign the Acceptable Use and Chromebook Policies before the Chromebook can be issued to the student.

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the classroom teacher as soon as possible so that they can be taken care of properly.

General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Students should never transport their Chromebooks while the screen is open.
- Chromebooks must remain free of any student writing, drawing, or stickers.
- Vents CANNOT be covered. Chromebooks must have a TLS label on them at all times and this label must not be removed or altered in any way. If the label is removed disciplinary action will result.
- Chromebooks should never be left in an unsupervised area.
- Students are responsible for properly storing their Chromebook in the charging cart at the end of each school day.

Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when being carried.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

- The use of a case is required for transporting a Chromebook to and from school. TLS will provide options for purchasing a case.

Taking Chromebooks Home

- Chromebooks are intended for use at school each day.
- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a loaner Chromebook from the classroom teacher, if one is available.
- Repeat violations of this policy will result in disciplinary action.

Chromebook Repair or Replacement

- Contact your classroom teacher if your Chromebook needs technical support for the operating system.
- Any expense associated with damage, vandalism, or theft while the Chromebook is in the possession of the student will be the full responsibility of the family. This includes any repairs and/or replacement. This excludes any defects covered under the product's warranty.
- Loaner Chromebooks may be issued to students while their Chromebook is being repaired or replaced. Loaner Chromebooks are not permitted to leave school. Loaner Chromebooks will be provided on a limited basis and only for the amount of time required to repair or replace the original Chromebook.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Families will pay full replacement cost if the Chromebook is lost or stolen.

Chromebook Usage

Students will be expected to make appropriate use of their Chromebook according to the Acceptable Use policy and the direction of their teachers.

Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

Printing

- Students may use network printers at the discretion of the teacher.
- Printing is done through Google Cloud Print. More information on printing can be attained here: <http://support.google.com/cloudprint/?hl=en>

Account Access

- Students will only be able to login using the TrinityBrillion.org account.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

Managing & Saving Your Digital Work with a Chromebook

- G Suite is a group of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving TLS, or graduating, students want to save any work need to use Google Takeout to transfer any work to a personal Google account.

Website & Social Media Guidelines

<i>Guideline</i>	<i>Student Initials</i>	<i>Parent Initials</i>
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		

Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

Signature Page

By signing the below, the student and their parent/guardian agree to follow and accept:

- The Acceptable Use Policy
- The G Suite Policy
- The Chromebook Policy
- The Website and Social Media Guidelines
- I understand that TLS has taken reasonable precautions to protect users from controversial material.
- It is impossible for TLS to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network or internet.

Printed Student Name:

Printed Parent/Guardian Name:

Student Signature:

Date:

Parent/Guardian Signature:

Date:
