

COLBY SCHOOL DISTRICT

Chromebook Administrative Policy Handbook



STUDENT/PARENT/DISTRICT CONTRACT

4k-12th Grade
Created: 2022
Last Updated: 2025

1. RECEIVING YOUR COMPUTER

- Chromebooks will be distributed within the first two weeks of each school year.
- Parents/Guardians and students MUST sign and return the Colby Chromebook agreement document before the Chromebook can be issued to their child. This Chromebook Administrative Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Colby School District, as well as fees and penalties for improper use.

2. RETURNING YOUR CHROMEBOOK

- All Chromebooks must be returned following the guidelines posted in respective buildings.
- Students leaving the District must return district owned Chromebooks to a staff member at the MAIN OFFICE, or face a full chromebook replacement fee.

3. TAKING CARE OF YOUR CHROMEBOOK

- Students are responsible for the general care of the Chromebook they have been issued by the school.

3A: GENERAL PRECAUTIONS

- Students are responsible for bringing completely charged Chromebooks for use each school day, uncharged Chromebooks are not an excuse for missing work or tests.
- No food or drink are 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. Never store your Chromebook in a carry case or backpack while plugged in.
- Never carry your Chromebooks while the screen is open.
- Vents CANNOT be covered, covering vents may cause internal hardware damage or start a fire.
- Chromebooks must have a Colby School District asset tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary actions may result, as well as a tag replacement fee.
- Chromebooks should never be left in a car or any unsupervised area.
 - Any action that happens on an unattended Chromebook, the account who is signed in will be held responsible.
 - Any vandalism/damage to an unattended Chromebook, will be billed to the student who the Chromebook is issued to.

3B: CARRYING CHROMEBOOKS

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed. Heavy objects should never be placed on top of a Chromebook.

3C: SCREEN CARE

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

3D: CHARGERS

- Replacement chargers should be purchased through the LMC of each building. Fees for broken charges may be waived at the discretion of the Technology Department and/or building principal.

3E: CHROMEBOOKS UNDER REPAIR

- If your Chromebook needs technical support or repairs all support will be handled by the district IT Department.
- Students will be issued a loaner Chromebook from building's LMC, while in for Repair.
 - Students will only be issued one Loaner Chromebook at a time, NO

EXCEPTIONS!

- Parent / Student will pay the replacement fee for any Chromebook lost, stolen, or broken beyond repair.
- Parent / Student will pay full repair costs of the device if it is determined that damage is due to misuse or negligent use of the device.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.

4A: CHROMEBOOKS LEFT AT HOME

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.

4B: CHARGING YOUR CHROMEBOOK

- Chromebooks must be fully charged to start each school day.

5. ACCEPTABLE USE GUIDELINES

- Access to the Colby School District technology resources is a privilege and not a right.
- Each employee, student and/or parent will be required to follow the Acceptable Use Policy. School Board Policy 7540.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.

- Always use appropriate and proper language in your communication. School email is NOT private. All emails are archived, and may be accessed by school staff at any time.

6. PROTECTING & STORING YOUR CHROMEBOOK

- Chromebooks are the responsibility of the student. This device will be yours for the duration of your time at CSD. Take good care of it!
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.
- Under no circumstances should Chromebooks be left in an unsupervised area.

7. CHROMEBOOK REPAIR AND FEES

- All CSD Chromebooks will be sent into a 3rd party repair service. Cost of repairs will be billed to the party responsible for the care of the device.
- All district issued Chromebook have GPS tracking capabilities.
 - Tracking will **only** be enabled when a Chromebook is reported lost or stolen. **Report missing devices immediately.**
- The Colby School District recognizes that accidents happen. As a Technology Department we will always do our best to repair a Chromebook in the most cost effective manner, prices are subject to change, proof of cost of parts will be provided upon request.
- All fees must be paid to the main office of the building the student is attending.
- Fees may be waived at the discretion of the Technology Department and/or building Principal.
- The District offers an insurance policy to help alleviate the cost of repairs for families.

8. MONITORING POLICY

- Colby School District uses a monitoring and filtering service at all times on school issued Chromebooks per required law.
- Students should be aware that all activities on Chromebooks are tracked and documented.
- Browsing data may be accessed at any time by any Colby Staff member. Students are expected to behave online and may be subject to loss of internet privileges or punished for viewing inappropriate material. This includes anything said in a chat while on a school issued device.
 - Cases will be brought to the Police if found in violation of any laws.
- Legal Guardians who would like stricter control over and insight on students' internet history may do so by contacting the IT department.

Colby IT Department Pledges to:

- Protect student data to the best of our ability.
 - Limit access to only necessary information from any 3rd party application
- Always have students' safety and best interest in mind when agreeing to any service or application a student will use.

Student Pledge for Chromebook Use:

I, _____, agree to the following conditions:
(print student's name)

1. I will follow all of the policies and regulations included in the Chromebook Policy, Procedure, and Information handbook while at school as well as outside of the school day.
2. I will file a police report in case of theft, vandalism, or other acts covered by insurance.
3. I agree to return the District Chromebook and charger in good working condition and pay any penalties that result from neglect or damage.

Parent Pledge

I, _____, recognize that it is my responsibility to
(parent's name)

restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the Chromebooks. I also will take full responsibility for any damage that occurs to the Chromebook while the device is in my child's possession. I hereby give permission to allow my child to check out a Chromebook for the current school year.

The Colby IT department has the right to consent to the use of applications/services used for educational purposes that require parental consent.

Applications/Services Examples: Google Maps, Google Translate, YouTube

- Check here to opt out of consenting to above paragraph

Agreement

I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; Chromebook Protection Plan, the Student Pledge for Chromebook use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school Chromebook computers and accessories must be returned to the Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at CSD for

any other reason must return their individual school Chromebook computer on the date of termination.