

# Halifax County Schools Chromebook Handbook & Acceptable Use Procedures(AUP)



## Instructional Focus

Halifax County Schools believes that every student deserves the opportunity to better themselves through education. By providing devices for our students, we are making sure that each child has every opportunity to do this. Using devices creates an environment where we can truly start to differentiate instruction for everyone. Differentiated learning will focus on individual strengths, offer opportunities for more student choice within the classroom environment, and increase student engagement.

## General Information

Student use of the Chromebook falls under the guidelines of the District's Acceptable Use Policy for technology (see District website) and the school level Chromebook discipline procedures (see page 4). Access to the Internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the Chromebook. All applications, activity, and documents stored on the Chromebook are the property of Halifax County Schools and subject to regular review and monitoring.

Students will be issued a Chromebook and charger.

### *Students should:*

- Bring your Chromebook fully charged to school every day.
- Keep your Chromebook with you or in a secured (locked) area at all times.
- Report loss or theft immediately.
- Remember that your Chromebook is for educational purposes.
- Follow the HCS Acceptable Use Policy at all times.
- Log into Chromebook with their school email address only.

### *Students should not:*

- Modify the Chromebook in any way other than instructed by teachers or administration.
- Use another student's Chromebook.
- Apply any permanent marks, decorations, or modifications to the Chromebook.
- Log into Chromebook with a personal email address.
- Use Chromebooks to charge other devices.

Failure to comply with these guidelines will be treated as failure to comply with the District's Acceptable Use Policy and will be dealt with as specified in the District's discipline code.

## Using the Chromebook

Use of the Chromebook will require a few necessary tasks to keep the device performing well.

- Clean the screen only with approved cleaning towels, no chemicals.

- Make sure hands are clean before using.
- Keep away from food and drink.
- Charge the Chromebook only with the included charger, using a standard wall outlet for your power source.
- Document any software/hardware issues to your teacher as soon as possible.

- Keep the Chromebook in a well-protected temperature controlled environment when not in use.

### Damage, Replacement and Reporting Technical Issues

Any errors or problems with the Chromebook should be reported as soon as possible to your teacher or media coordinator so it can be addressed in a timely manner. Damage due to negligence as well as loss or theft of a device will result in the student assuming the financial responsibility based on the current market value.

### Accidental Protection Fee

In order for students to receive their Chromebook, they will need to pay a **nonrefundable** \$40 accidental protection fee for all parts needed to repair the device, **except the power cord**.

- This fee will not cover malicious damage, as determined by the technology team.
- Parents are responsible for lost or stolen devices.

In the event that a student leaves Halifax County Schools, the fee will not be returned. If a student moves from one school to another, their technology fee paid will transfer.

### Hardship Waivers

Hardship waiver forms are available for families with extenuating circumstances. Please contact the Principal of your child's school for more information.

### Damage Fees

*All prices include taxes and shipping. These prices are current at the time of this printing and are subject to change.*

For devices damaged accidentally repairs will be made and no payment other than the Accidental Protection Fee will be required. A loaner device will be provided, if available, for temporary use until the student's device has been repaired. If the damage is considered "malicious" the student will be charged the appropriate fee for the part(s) damaged. The current repair fee for parts or replacement are as follows:

### Damage Fees (continued)

#### Replacement/Repair Costs:

Full Device (includes console management license, enrollment, etching & tagging)	
Loaner Devices	
	\$206.51
Protective Case	
Screen Replacement	
Charger	\$26.75 \$42.80 \$32.10
Battery	\$27.82

Students who receive a loaner device for use during the school day are responsible for adhering to the policies

as outlined in this document, including modification, use, and damage/replacement policies

### **Google Workspace**

Halifax County Schools will be utilizing Google Apps for Education. Each student will have an account with Google that will enable them to collaborate, create, edit and share files as well as websites for school related projects and communicate via email with other students and teachers.

In addition, in accordance with the state and district's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications to meet other educational goals.

### **Digital Citizenship**

Each student is required to receive instruction in Copyright and Internet safety. This training is completed at each school by October 7th. For more information about digital citizenship and how to keep your student safe, please visit [commonsensemedia.org](http://commonsensemedia.org) and [netsmartz.org](http://netsmartz.org).

## **Chromebook Discipline Guidelines**

The use of the Chromebooks as a technology resource is a privilege, not a right. This document is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Chromebooks. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to this technology resource may be denied, and the appropriate disciplinary action shall be applied.

### **Students are solely responsible for the Chromebooks issued to them, including loaner devices, and must adhere to the following:**

- Bring your Chromebook to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. If a student's Chromebook is not charged properly they will not be given a loaner to use for the day unless there are unusual circumstances that created the situation.
- Comply with teacher instructions.
- Stay on task.
- Only visit appropriate sites.
  - Streaming Movies, TV, Video, and Music Sites are prohibited.
  - Viewing obscene/pornographic material is prohibited.
  - Video/Picture/Text Messaging Sites are prohibited.
  - Non-Educational Online Gaming Sites are prohibited.
- Interact in a positive manner using Internet etiquette.
- "Cyberbullying" is prohibited. (Cyberbullying includes tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting another student using a digital device.)
- Gaining access to other student's accounts, files, or password sharing is prohibited.
- Using the device for the purpose of cheating is prohibited.
- Respect school property and the property of others.
- Sharing devices with others is prohibited. It is the owner of the device's responsibility for any damages occurred including theft or loss of the device.

**Consequences:**

Failure to comply to the above expected behaviors will result in the following:

Level 1:

- Warning (verbal or written).

Level 2:

- Loss of device for a specific period of time or for the class period. The device may be confiscated by teachers/administration for violation of policies at any time.

Level 3:

- Office Referral / Loss of Chromebook privileges for a length of time determined by the administration. Suspension of Chromebook, and other consequences may occur as determined by the administration.

**\*Discipline consequences may vary depending on the severity of the offense.**

## Halifax County Schools Student Chromebook User Agreement

### *Student Agreement:*

- *I understand the chromebook assigned to me is property of Halifax County Schools*
- *I will use the chromebook appropriately.*
- *I will care for the chromebook assigned to me and not leave it unsupervised in unsecured locations.*
- *I will be responsible for all damage or loss caused by neglect or abuse.*
- *I will not loan the chromebook to another individual.*
- *I will charge the chromebook battery before each school day.*
- *I will not use the chromebook near food or drinks.*
- *I will not disassemble any part of the chromebook or attempt any repairs.*
- *I will carry the chromebook in the carrying case.*
- *I will not place stickers, drawings, markers, etc. on the chromebook. I will not deface the serial number sticker on the chromebook.*
- *I understand that the chromebook and its contents may be inspected at any time because it is school property.*
- *I agree to return the chromebook and power cord in working condition.*
- *I will follow the policies, procedures, and guidelines outlined in the Chromebook Handbook and the Acceptable Use Policy at all times.*



*Yes, I have received a copy of the Chromebook Handbook and understand the conditions of the agreement.*

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*Printed Name of Student & Grade Level*

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*Signature of Student & Date*

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*Parent Signature & Date*