Chromebook Policy Handbook and Checkout Form

Device Purpose:
This device is property of Huntsville ISD. The supplied instructional device’s function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high-end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Huntsville ISD by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Receiving Your Chromebook:

Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.

Return:
Student Chromebooks and accessories (charger and/or hotspot) will be collected immediately after we return to school on May 4, 2020. If we do not return to school, we will contact you for a return date.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. If a loaner Chromebook is needed, we will try to supply a loaner to the student until their Chromebook can be repaired or replaced.
General Precautions:
○ No food or drink is allowed near your Chromebook.
○ Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
○ Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
○ Chromebooks should be shut down when not in use to conserve battery life.
○ Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
○ Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
○ Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook:
The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn’t toss the bag or drop the bag if your Chromebook is inside.

Screen Care:
The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

○ Do not lean on top of the Chromebook.
○ Do not place anything near the Chromebook that could put pressure on the screen.
○ Do not place anything in the carrying case that will press against the cover.
○ Do not poke the screen.
○ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
○ Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner, water or any type of liquid on the Chromebook.

Personalizing the Chromebook:
Chromebooks must remain free of any writing, drawing, or stickers. An identification label with the student’s name is acceptable on the Chromebooks.
Software on Chromebooks:

**Originally Installed Software:** Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

**Virus Protection:** Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

**Additional Software:** Students are unable to install additional software on their Chromebook other than what has been approved by Huntsville ISD.

Protecting & Storing Your Chromebook:

**Chromebook Identification:**
Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of asset tag/serial number.
- Individual’s Google Account username

*Under no circumstances are students to modify, remove, or destroy identification labels.*

**Storing Your Chromebook:**
Chromebooks should be stored in a dry, warm, and secure location. Chromebooks should *never* be stored in a vehicle.
Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair, if available.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

If a Chromebook becomes defective (at no fault of the student) HISD will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

Huntsville ISD Technology will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Huntsville Independent School District Chromebook Device Repair Fines

Each claim for damage will be assessed and charged according to current part replacement costs.

HISD DOES NOT cover the replacement of a lost, stolen or intentionally damaged Chromebook.

Lost, Stolen or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.
● Replacement of a non-touchscreen Chromebook - $313
● Replacement of a touchscreen Chromebook - $375
● AC Adapter & power cord - $40

Chromebook Technical Support:

Huntsville ISD will be the first point of contact for repair of the Chromebooks. Services provided by Huntsville ISD include:

● Password Identification
● User account support
● Coordination of repair
● Distribution of loaner Chromebooks
● Hardware maintenance and repair
● Operating System or software configuration support
● Restoring Chromebook to factory default
● System software updates

If you have any breaks or need your Chromebook repaired, go to this link: bit.ly/HISDchromebook and fill out the form so we can repair it.
HISD Technology Use Agreement Chromebook Check-out

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be filled out.

Parents/Guardians: (initial all below)

- I have read and discussed the Chromebook Policy Handbook with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action.

- I understand the Chromebook Damage Policy: If damaged, all repairs will be charged at the current part rate. Damaged, lost, or stolen Chromebooks or Accessories are the responsibility of the student/family and must be replaced at full value.

Parent
Signature
Date

Student: (initial below)

- I have read and understand the Chromebook Policy Handbook & Acceptable Use Policy. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Student
Signature
Date

Grade Level: K 1 2 3 4 5 6 7 8 9 10 11 12

Student:

Serial Number of Dell Chromebook Issued to Student:

Touchscreen? Yes / No
End of Year
Chromebook Check-In

Name
Grade

Your Chromebook is being checked back to the school at the end of the school year. Chromebooks will be held throughout the summer and returned to you at the beginning of the school year. You may be given the same device as you have used previously.

*Completed by Student:*
Check that you have the following items to return:

- Chromebook
- Charging Unit

Failure to return all items issued will cause you to be charged for each item that is not returned. The fines for each component is as follows:

*Completed by technician:*
PHYSICAL DAMAGE REPORT: Please check any noticeable breakage, wear, or other problems with the device at check-in. Repairs may be charged at the current actual part cost.

<table>
<thead>
<tr>
<th>Component</th>
<th>Chromebook</th>
<th>Charger</th>
<th>Case</th>
<th>SD Card slot damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen</td>
<td></td>
<td>Top Cover</td>
<td>Bottom Cover</td>
<td>Excessive Scratching</td>
</tr>
<tr>
<td>Motherboard</td>
<td></td>
<td>Rubber Feet</td>
<td>Keyboard</td>
<td>Audio Jack damage</td>
</tr>
<tr>
<td>Hinge cover</td>
<td></td>
<td>Front Screen Bezel</td>
<td></td>
<td>D/C Jack damage</td>
</tr>
</tbody>
</table>

Record any additional details:

Checked in by (initial) Amount Owed Paid on