

# Cass City Public Schools

## Chromebook/iPad User and Procedure Guide

### 1. CHROMEBOOK OR IPAD POLICIES

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

#### 1a. General Precautions

- Take care to protect your password. Do not share your password.
- No food or drink is allowed next to your Chromebook or iPad while it is in use.
- Students should never carry their Chromebooks while the screen is open.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook or iPad.
- Never transport your Chromebook with the power cord plugged in.
- Chromebooks or iPads must remain free of any writing, drawing, or stickers that are not the property of Cass City Public Schools.
- Heavy objects should never be placed on top of your Chromebook or iPad.
- Chromebooks or iPads must have a Cass City Public Schools 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 action could result.
- If your device is in need of repair, please report it to your teacher as soon as possible.

#### 1c. Screen Care

- The Chromebook or iPad screen can easily be damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything on the Chromebook or iPad that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft dry microfiber cloth or anti-static cloth (i.e. <http://amzn.com/B008FPTID2>)

## 2. USING YOUR CHROMEBOOK OR IPAD

- Chromebooks or iPads are intended for use doing school assignments and related work.
- In addition to teacher expectations for Chromebook or iPad use, school messages, announcements, calendars and schedules may be accessed using the Chromebook or iPad.

### 2a. General Use

- The majority of students work will be stored in internet/cloud based applications and can be accessed from any computer with an internet connection and most mobile internet devices.
- Students should always remember to save frequently when working on digital media if working outside of Google Drive.
- The district will not be responsible for the loss of any student work.
- Files should only be stored in your Google Drive and not in the downloads file folder of the Chromebook or iPad.

### 2b. Backgrounds

- 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.

### 2c. Printing

- Digital sharing of documents is encouraged; printing documents is strongly discouraged.

### 2d. Apps and Extensions

- Searching for and applying most apps/extensions from Chrome Web Store has been disabled for all students. Some mandatory apps/extension will be automatically added.
- Students may request educational/instructional applications through an online request form. The IT staff and administration will determine educational value before allowing access.
- Some web apps will be available to use when the Chromebook is not connected to the internet, including Google Drive apps (Docs, Sheet, Slides, etc.)

## 3. REPAIRING/REPLACING YOUR CHROMEBOOK/IPAD

- Please report all Chromebook/iPad problems to your teacher

### 3a. Chromebook/iPad Repair Costs

- There will be an "Incident Fee" charged for every accidental hardware repair needed. This fee is issued to not only encourage proper use, but also to help offset repair costs.
- If the Chromebook is damaged, lost, or stolen, the costs and procedures are outlined as below:

- Software issues = No cost
- One of the reasons we chose Chromebooks is because there is minimal software issues that will affect them.
- An incident fee will be charged every time a hardware repair is required from intentional damage or irresponsible use/care of device:
- Minimum of \$30 for first incident; \$50 for second incident; \$75 for third incident; \$100 for fourth incident and beyond.
  - For example, water spills, missing keys, screen damage, or cracked cases.
- If damage to device is beyond repair, student may be responsible for the replacement value as described below in section 6b.

### 3b. Lost or stolen Chromebook/iPad and/or Accessories

- Chromebooks that are lost or stolen are the responsibility of the student.
- Lost or stolen Chromebooks must be reported to your teacher within 24 hours of the incident.
- Student must pay the associated charges to replace the lost or stolen Chromebook and accessories.
- Chromebook/iPad: \$200
- Power cord: \$25

## 4. CHROMEBOOK TECHNICAL SUPPORT

- Technical support will be available through your teacher and CCPS IT Department  
Services provided include the following:
- Distribution of loaner Chromebooks/iPads
- User account support
- Hardware maintenance and repairs
- Coordination and completion of warranty repairs
- ALL REPAIRS must be completed by SCHOOL STAFF

## 5. EXPECTATION OF PRIVACY

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the Superintendent may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the internet via school owned computers.

## 6. RESPONSIBLE DIGITAL USE AND AWARENESS

School-issued Chromebooks and iPads should be used for educational purposes and students are to adhere to the District's Acceptable Use Policy and its corresponding administrative procedures at all times as responsible digital citizens.