

Chromebook Expectations and Guidelines

Chromebooks are assigned to all Ninth Grade Academy students enrolled on a full-time basis to enhance learning. Chromebooks are to be returned as received, except normal wear and tear as determined by the district, at the conclusion of each school year or when requested by any school district official. The William Penn School District's [School Board Policy No. 815: Acceptable Use of the Internet](#) and [School Board Policy No. 224: School Property](#) apply to all students and staff using Chromebooks, regardless of location. The assignment and use of a Chromebook is considered to be a privilege. Inappropriate use or neglect of a Chromebook, charger, the internet and/or any installed add-ons, apps, or extensions could result in the loss of Chromebook privileges. Loss of privileges will not change classroom expectations and/or assignment completion.

Expectations for the Use of Student Chromebooks

Every student is responsible for the appropriate use of his or her Chromebook both at school and at home. The Chromebook is to be used for educational purposes only. All commercial, illegal, unethical and inappropriate use of the Chromebook is prohibited, as outlined in School Board Policy No. 815: Acceptable Use of the Internet.

- Each student is responsible for keeping track of the Chromebook and taking precautions to keep it safe. When Chromebooks are stored in lockers, make certain lockers are completely closed and locked. When Chromebooks are stored in backpacks, make certain the backpack is never left unattended.
- The top four repair requests for Chromebooks are: cracked casing, cracked screens; frayed charger cables; and beverage spills on keyboards. To avoid these issues:
 - Do not place anything on the keyboard before closing the lid (i.e. pen, pencil, disks).
 - Wrap the power cord properly. Be sure to familiarize yourself with the [Chromebook Care Guide](#) document.
 - Do not eat or drink while using your Chromebook. Students prone to spills may wish to invest in a [keyboard cover](#).
 - When using USB storage devices or connecting the power cord to the Chromebook, carefully remove and attach these devices.
- It is expected that all Chromebooks will be fully charged at home for the start of the school day. Failure to charge the Chromebook is equivalent to not being prepared for class.
- It is expected that all students will bring their Chromebook to school with them EVERYDAY. Students who forget to bring their Chromebook to school *will not* be provided with a loaner.
- Cords, cables and removable storage devices should be inserted carefully into the Chromebook.
- Students should not carry Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of the district. Stickers and barcodes applied by the district may not be removed or altered. Chromebook skins and covers are acceptable and encouraged and can be useful to distinguish Chromebooks from each other.
- Students must follow all copyright laws. Familiarize yourself with School Board Policy No. 814 – Copyright.
- Downloading unauthorized games, applications or software by students is NOT permitted.

- Downloading purchased music, or loading music and/or personal photos onto the Chromebook is permitted for educational purposes only. However, any personal information or material on the Chromebook is the sole responsibility of the student and should not interfere with Chromebook usage or schoolwork.
- All software on district Chromebooks will be licensed, approved and installed by a District Computer Technician.
- Students should not loan the Chromebook to anyone (including family members) and should not share login or password information for any website or services.
- Do not lean on the top of the Chromebook when it is closed.
- Do not poke the screen.
- Clean dirty screens with an anti-static cloth. Do not use tissues, paper towels or any other kinds of material that will scratch the Chromebook screen.
- Be careful not to drop or throw backpacks containing Chromebooks to avoid damaging them.
- Never use the Chromebook on the bus.
- When closing and storing the Chromebook in a sleeve or backpack, put the computer in sleep mode or turn it off to prevent overheating.
- If a student notices the Chromebook is running slow or functioning in an abnormal manner, report to the building's technology team for support.
- Inappropriate language and materials used as screensavers and/or desktop images are not permitted on Chromebooks.

When using the Internet:

- Do not visit vulgar or pornographic websites or view or transfer material that is not suitable for an educational environment.
- Be cautious about clicking on questionable links or links from unknown sources.
- The use of proxies to bypass District filtering is not acceptable and violates School Board Policy No. 815: Acceptable Use of the Internet.
- Students shall not harass or bully others.

Data is automatically saved to the district's Google Drive

- There is no expectation of privacy for data stored on district's Google Drive.

Although the district routinely monitors district internet use for violations of school rules or district policies, there are limitations on the district's ability to monitor all Chromebook use, especially off-campus. If students have reason to believe another student is using the district network or Chromebooks in a manner that violates School Board Policy No. 815: Acceptable Use of the Internet, or is using their Chromebook to bully or harass another Student, the issue should be brought to the attention of the High School Administration.