



Chromebook Responsible Use Policy

The following covers the policies and responsibilities associated with Chromebook usage.

1. Purpose

The Shoreham-Wading River Central School District provides Chromebooks to support student learning and educational access. Use of District-issued technology is a privilege and carries responsibilities. Students are expected to use Chromebooks in a safe, responsible, and educational manner at all times.

In certain circumstances, the District may issue an alternative device, such as a laptop or iPad to support a student's educational program and instructional access. Any alternative District-issued device shall be subject to all expectations, responsibilities, and provisions outlined in this Chromebook Responsible Use Policy.

2. Receiving and Returning a Chromebook

• Receiving a Chromebook:

- Each student will be issued:
 - o One Chromebook
 - o One AC charger
- Before receiving a Chromebook, parents/guardians and students must acknowledge the Chromebook Responsible Use Policy and District Acceptable Use Policy through the Online Registration Module (OLR) each school year.
- Each Chromebook is labeled with a District inventory number and serial number. The assigned Chromebook remains the responsibility of the student to whom it is issued.
- Chromebooks are District property and may be inspected at any time. Students should have no expectation of privacy regarding files, communications, or materials stored on or accessed through District-issued devices or accounts.

• Returning a Chromebook:

- Chromebooks, chargers, and District-issued accessories must be returned immediately upon:
 - o Withdrawal from the District
 - o Transfer to another school
 - o End of enrollment (i.e: Graduation)
 - o Request by the District
- Devices should be returned to the Main Office of the student's school building.
- Failure to return District property may result in financial liability and/or legal action.

3. Student Responsibilities and Care

Students are responsible for the general care and proper use of their assigned Chromebook.

Students are expected to:

- Fully charge the Chromebook each night
- Bring the Chromebook to school each day unless instructed otherwise
- Transport the Chromebook in a secure manner
- Keep food and beverages away from the Chromebook
- Use care when inserting cords and cables

- Keep the Chromebook free from writing, stickers, or non-District labels
- Keep all District identification labels intact
- Use only a soft, lint-free cloth to clean the Chromebook
- Store the Chromebook in a temperature-controlled environment
- Keep the Chromebook secured and supervised at all times

Students may not:

- Loan the Chromebook to another individual
- Attempt repairs or disassemble the Chromebook
- Throw, slide, or intentionally mishandle the device
- Modify or disable tracking or security software
- Leave the Chromebook unattended in unsecured locations, vehicles, classrooms, or lockers

Students are responsible for all activity conducted using their Chromebook or District account credentials.

Any Chromebook that is damaged or not functioning properly must be reported promptly to the Technical Support Assistant or designated staff member.

Alternate devices may be provided while repairs are being completed.

4. Use at School and Home

Chromebooks are intended for educational use both at school and home.

Students are responsible for completing coursework regardless of whether the Chromebook was brought to school.

While at school, Chromebooks operate through the District's filtered network and GoGuardian. When used outside of school, students may connect through home or public internet services and will remain filtered through the District's GoGuardian filter. Although internet filtering may still apply, parents and guardians are encouraged to monitor student internet use at home.

Students must protect personal information and may not share private information online, including:

- Home addresses
- Telephone numbers
- Passwords
- Personal identifying information of themselves or others

All activity conducted on District-issued Chromebooks remains subject to District policies and review.

5. Internet, Network, and Digital Citizenship Expectations

Students are expected to use technology responsibly, ethically, and legally.

Students must:

- Follow copyright and trademark laws
- Properly cite sources and avoid plagiarism
- Use the internet and District resources for educational purposes
- Follow all District technology policies and procedures

Students may not:

- Use or possess hacking software
- Attempt to bypass District security systems or internet filters
- Access, create, store, or distribute inappropriate material
- Engage in unlawful or disruptive online behavior

Violations may result in:

- Loss of technology privileges
- School disciplinary action
- Financial liability
- Referral to law enforcement when applicable

6. Chromebook Camera and Recording

- Chromebooks may include camera and video recording capabilities.
- Students must obtain permission before photographing or recording any individual or group.
- Recording devices may **never** be used in locker rooms, restrooms, or other areas where privacy is expected

7. Damage, Loss, Theft, and Fees

Students and parents/guardians are financially responsible for damage caused by abuse, neglect, intentional acts, or failure to follow District expectations.

The District will determine repair or replacement costs based on the nature of the damage.

Maximum replacement costs:

- Chromebook replacement: The current market replacement cost of the device
- AC Charger replacement: \$30

In cases of theft:

- The incident must be reported immediately to the District
- A police report may be required
- The District may use device location software to assist in recovery

Failure to report a lost or stolen Chromebook in a timely manner may result in financial liability.

8. Privacy and Monitoring

The District's technology resources are intended for educational use.

Students should have **NO expectation of privacy** when using:

- District-issued Chromebooks
- District email accounts
- District networks
- District cloud-based services or storage systems

The District may monitor, review, and access technology usage, files, communication, and internet activity to ensure compliance with District Policies and applicable laws.

Information related to Chromebook assignments, repairs, replacements, loaner devices, and damage reports is tracked and maintained by the District in an internal technology inventory system.

9. Policy Violations

Failure to comply with this policy or the District Acceptable Use Policy may result in:

- Suspension or revocation of Chromebook privileges
- School disciplinary action
- Financial responsibility for damages
- Legal action when appropriate

CHROMEBOOK RESPONSIBLE USE POLICY AGREEMENT

This must be completed for a student to have access to a District Chromebook.

Acknowledgement of this agreement through the Online Registration Module (OLR) indicates that the student AND parent/guardian understand and agree to the following:

- The Chromebook will be charged to full capacity each night.
- The Chromebook will be brought to school each day unless otherwise directed by school staff.
- The Chromebook will be carried and stored in a secure manner to avoid damage.
- The Chromebook will not be left unattended in an unsecured or unsupervised location.
- The Chromebook will not be loaned to other individuals.
- Food and beverages will be kept away from the Chromebook.
- Repairs or modifications will not be attempted by students or other individuals.
- **Stickers, writing, markings, or decorations will not be placed on the Chromebook, charger, or District-issued accessories.**
- District inventory labels, serial numbers, and identification markings will not be removed or altered.
- The Chromebook will be used in accordance with the Chromebook Responsible Use Policy and the District Acceptable Use Policy both during and outside of the school day.
- The student is responsible for all activity conducted using the assigned Chromebook and District account credentials.
- The Chromebook remains the property of the Shoreham-Wading River Central School District and may be inspected at any time.
- Students should have no expectation of privacy regarding files, internet activity, communications, or materials stored on or accessed through the Chromebook or District network.
- Lost, stolen, or damaged Chromebooks must be reported to the District immediately.
- In the event of theft, a police report may be required.
- The student and parent/guardian may be financially responsible for damage caused by abuse, neglect, intentional acts, loss, theft, or failure to return District property.
- Replacement and repair charges may include:
 - Chromebook replacement: current market replacement cost of the device
 - Charger replacement: \$30
- The Chromebook, charger, and all District-issued accessories will be returned in good working condition upon request by the District or upon withdrawal from the District.