

Battle Mountain High School

Student Chromebook Handbook



2024-2025

Section 1 - Device Management

1) CHROMEBOOK DISTRIBUTION AND COLLECTION

1.1) Chromebook Distribution/Check-Out

Chromebooks will be distributed/checked out to students. Parents and students must complete the Parent/Student Agreement.

1.2) Chromebook Collection/Check-In

Chromebooks are the property of Lander County School District. Chromebooks and chargers must be returned when requested or when a student terminates enrollment or graduates. Students who are withdrawn, expelled, or terminate enrollment at Battle Mountain High for any reason must return their Chromebook prior to the date of termination.

If a student fails to return the Chromebook, he or she will be subject to criminal prosecution or civil liability if the replacement cost of \$300 is not received within 30 days of the student's departure. Failure to return or pay for the Chromebook will result in filing a police report for stolen property with the Lander County Sheriff's Department.

Section 2 - Responsible Care and Use

2) TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook issued to them by the school. Chromebooks that are damaged, broken, or fail to work properly should be taken to the school's library.

2.1) Guidelines for Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order; therefore, general care is expected at all times. Students are responsible for any and all damage. Use the following guidelines to ensure proper care of your Chromebook:

- 1) Use a clean, soft cloth to clean the screen; do not use cleansers or liquids of any type to clean the Chromebook.
- 2) Do not lean on the top of the Chromebook when it is closed.
- 3) Do not place anything on the Chromebook that could put pressure on the screen.
- 4) Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- 5) Insert cords and cables appropriately; do not force any cords when plugging into the Chromebook or electrical outlets.
- 6) Store Chromebook in a secure location.
- 7) Chromebooks should not be placed in a backpack with a liquid that is liable to leak as water damage is not covered by Chromebook insurance.

2.2) Carrying Chromebooks

Chromebooks will be distributed with a protective case. **Chromebook and must carry their Chromebooks inside an approved protective case at all times.** Students should not over-stuff their backpacks or squeeze or put pressure on their Chromebooks, as this may cause screen damage.

2.3) Protecting Your Chromebook

Electronic Device Identification- Each student's electronic device will be labeled in the manner specified by the technology department and can be identified in the following ways:

- 1) Serial number
- 2) Lander County School District label
- 3) Label with student's name

Asset tags, labels, and identification stickers may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with a district asset tag or turning in a Chromebook without a district asset tag.

2.4) Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in a safe location. If a student is storing the Chromebook in his or her assigned locker, nothing should be placed on top of the Chromebook. A student is required to have a lock on their locker if their Chromebook is being stored there. Chromebooks should not be stored in a vehicle at any time due to temperature extremes that can damage the Chromebook.

Section 3 – Responsibilities

3) RESPONSIBLE USE

The use of Lander County School District's technology resources is a privilege, not a right, and is not transferable or extendible by students to people or groups outside the district. The use of technology resources terminates when a student is no longer enrolled with Lander County School District.

This handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the rules in this handbook, privileges may be terminated, access to the Lander County School District technology resources may be denied, and the appropriate disciplinary action shall be applied. This may include detention, suspension, and expulsion.

The Internet can bring a wealth of educational material to the classroom, but may also contain material that is inappropriate in an educational setting. The Lander County School District filters websites believed to be inappropriate in compliance with the federal Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). However, on a global network, it is impossible to control all materials. The Lander County School District cannot and does not believe that inappropriate material can be completely filtered. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

3.1) School Responsibilities

- 1) Provide Internet access and student educational accounts through Lander County School District issued email.
- 2) Provide Internet filtering of inappropriate materials.
- 3) Provide Google Drive accounts. These will be treated similar to school lockers. Lander County School District reserves the right to review, monitor, and restrict information stored on or transmitted via Lander County School District owned equipment and to investigate inappropriate use of resources.
- 4) Provide guidance to aid students in use of the Chromebook and Internet resources and help assure student compliance of the [Acceptable Use Policy](#).

3.2) Student Responsibilities

- 1) Students must use Chromebooks in a responsible and appropriate manner.
- 2) Students must obey general school rules and adhere to AUP ([Acceptable Use Policy](#)).
- 3) Chromebooks must remain free of inappropriate writing, drawing, stickers, or labels related to gangs, tobacco, drugs, alcohol, violence, discrimination, profanity, or any other school prohibited forms of expression, including sexually explicit content. Photos that include, but are not limited to, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- 4) Students must understand that the use of any information obtained via the Internet is at the student's own risk. Lander County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 5) Students must help the Lander County School District protect its users by contacting any staff member about any security problems encountered.
- 6) Students must take responsibility for any activity on their computer by monitoring their Chromebook/account(s).
- 7) Students should always secure their Chromebook after they are done working to protect their work and their Chromebook.
- 8) Students must notify an adult if he or she receives and/or encounters inappropriate digital content.
- 9) Students who withdraw, transfer, are expelled, or terminate enrollment from school for any other reason must return their Chromebook prior to the date of termination.
- 10) Students must protect their passwords and personal information.
- 11) Students are responsible for bringing their fully charged Chromebook to class every day. Students are responsible for completing all digital coursework assigned.
- 12) Students must immediately report a missing or stolen Chromebook to the office.
- 13) Students must give credit to all sources used, whether quoted or summarized, including all forms of media on the Internet, such as graphics, movies, music, and text. Students must demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way. Plagiarism is a violation of student handbook and classroom policies.
- 14) Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law does not allow immunity. If you are unsure, ask a teacher or parent.

3.3) Parent/Guardian Responsibilities

- 1) Parents are encouraged to talk to their child about internet safety, and the standards that their child should follow on the use of the Internet, just as they do regarding the use of all media information sources such as television, telephones, movies, and radio.
- 2) Parents are asked to remind their child to bring their Chromebook to class every day.
- 3) Parents are encouraged to ensure that their child's Chromebook is fully charged each school day.
- 4) Parents are encouraged to support their child by providing internet access at home if possible. Please note that students can access free internet through the Lander County Library and other local public wifi areas.
- 5) Parents are expected to adhere to the [Acceptable Use Policy](#).

3.4) Teacher Responsibilities

- 1) Teachers must maintain confidentiality regarding student personal and password information.
- 2) Teachers are expected to use technology to create rigorous learning experiences for all students.
- 3) Teachers are expected to model and actively promote the safety, values and responsibilities of Digital Citizenship
- 4) Teachers are required to advocate and exhibit legal and ethical use of digital information and technology, including respect for copyright, intellectual property and the appropriate documentation of sources.

- 5) Teachers are expected to address the diverse needs of all learners by using learner-centered strategies and providing equitable access to appropriate digital tools and resources.
- 6) Teachers will promote, model and monitor responsible social interactions related to the use of technology and information.
- 7) Teachers are required to adhere to the [Acceptable Use Policy](#).

3.5) “Red Zones”

“Red Zones” are areas where the Chromebooks are not to be used at any time. “Red Zones” include the following: bathrooms, locker rooms, and the nurse's office.

Section 5 – Discipline

5.1) Please follow this link to view the [Lander County School District Restorative Discipline Plan](#).

Section 6 - Repairs

Students are expected to use their Chromebook in accordance with this handbook, Lander County School District’s [Acceptable Use Policy](#), and any applicable laws. Students are responsible for maintaining a working Chromebook at all times and shall use care to ensure that the Chromebook is not damaged. Lander County School District reserves the right to charge the student or parent up to the full cost for repair or replacement when damage/loss occurs due to negligence as determined by administration and/or civil authorities.

6.1) Cost of Repairs

All LCSD students are required to pay an annual \$20.00 Chromebook/Technology fee. The \$20.00 fee will cover:

- a. Any and all accidental loss or damages of students chromebook and one (1) charger for one school year.
- b. Any additional charger replacements will be \$10.00 each.
- c. Any instances of excessive loss or damage will be handled through school administration on an individual basis.

All \$20.00 chromebook/Technology fees must be paid at the beginning of the school year.

Any intentional damage to Chromebook will result in these fees:	
Broken AC Adapter/charger- \$40	Broken Screen- \$200
Missing key (per key)- \$15	Inoperable Chromebook- \$300
Any sticker removed-\$25	Lost or stolen Chromebook- \$300
Damaged Chromebook Case -\$50	Water damage- \$300
Broken Trackpad-\$200	Defacing Chromebook- \$300

6.2) Chromebook Repair Process

Devices are the property of Lander County School District and are only to be repaired by District authorized personnel. The student will submit the Chromebook in need of repair to the Library.

Battle Mountain High School
AGREEMENT FOR USE OF MOBILE DEVICE
ACUERDO PARA EL USO DEL DISPOSITIVO MOVIL

School Name: BMHS
Nombre de la Escuela:

Date/Fecha: _____

Device Model: Dell Chromebook
Modelo de Dispositivo:

Agreement between BMHS and/ *Acuerdo entre el Distrito Escolar del Condado de Lander, y:*

Name of Parent or Guardian
Nombre de Padre o Tutor

Name of Student
Nombre de Estudiante

Parent or Guardian and Student, initial each line/ Padre or Tutor y estudiante, iniciales en cada linea

____/ ____ I accept responsibility for the Mobile Device at school and outside of school hours.
Acepto la responsabilidad por el Dispositivo Móvil, en la escuela y fuera del horario escolar.

____/ ____ I have read, understand, and will follow the BMHS Chromebook Handbook.
He leído, entiendo, y seguiré el documento BMHS Chromebook Handbook.

____/ ____ I agree to keep this Mobile Device secure at all times. I will not give or lend it to anyone except my parents.
Estoy de acuerdo en mantener este Dispositivo Móvil segura en todo momento. No voy a darlo o prestarlo a nadie excepto padres.

____/ ____ I will return the Mobile Device to the school whenever I am asked to do so by my teacher or site administrators.
Voy a devolver el Dispositivo Móvil a la escuela cuando se me pida que lo haga por mi maestro o por los administradores.

____/ ____ I will carry the Mobile Device in a padded case or backpack to minimize the chances of damage.
Voy a llevar el Dispositivo Móvil en una cubierta protectora o mochila para reducir al mínimo las posibilidades de daño.

____/ ____ I will not use the Mobile Device, in or out of school, for inappropriate or unlawful purposes.
No voy a utilizar al Dispositivo Móvil, dentro o fuera de la escuela, a fines inapropiados o ilegales.

____/ ____ I understand that if this Mobile Device is lost or stolen, I will immediately notify the police and my site administrator.
Entiendo que si este Dispositivo Móvil se pierde o es robado, yo notificaré inmediatamente a la policía y mi administrador.

____/ ____ I agree to bring the Mobile Device charged to class every day.

Estoy de acuerdo en llevar el Dispositivo Móvil cargado a clase todos los días.

_____/ ____ I understand that failure to comply with any of the guidelines and policies may result in suspension of my use of the Mobile Device.

Entiendo que si no cumplo con todas las directivas y políticas podrá resultar en la suspensión de mi uso del Dispositivo Móvil.

_____/ ____ I agree to return the Mobile Device, power cord, and cover in good working condition to the school at the conclusion of the school year or if I leave the school.

Estoy de acuerdo en devolver el Dispositivo Móvil, adaptador de corriente, y la cubierta protectora en buenas condiciones a la escuela al terminar el año escolar; o si me cambio a otra la escuela.

_____/ ____ I understand that my parents/guardians & I are responsible for costs associated with intentional damages of the Mobile Device. The cost for damage or replacement is listed on the separate Mobile Device Cost Table Sheet.

Entiendo que mis padres o tutores y yo somos responsables de los costos asociados con la pérdida, daño o robo del Dispositivo Móvil. El costo por daño o de reemplazo está listado en la tabla de costos de aparatos móviles.

Name of Parent or Guardian
Nombre de Padre o Tutor

Name of Student
Nombre de Estudiante

Signature of Parent or Guardian
Firma del Padre o Tutor

Signature of Student
Firma del Estudiante

Please Scan for Electronic Access to BMHS Student Chromebook Handbook

