

Coventry Public Schools

Chromebook Care and Responsibility

*****This also applies to any other district issued device*****

Ownership of the Chromebook

Coventry Public Schools retains sole right of possession of the Chromebook. Chromebooks are loaned to students for educational purposes for a three year period or until they graduate or leave the district. Coventry Public Schools' administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access (not via camera or microphone), and to alter, add or delete installed software or hardware.

General Chromebook Care and Responsibility

- Students must comply with the District's Digital Technology Acceptable Use & Internet Safety Policy when using their Chromebooks. This policy was signed by you and your parents when you received your Chromebook.
- Students are to use their Chromebooks for educational purposes as directed by classroom teachers.
 - Students are to use their Chromebooks responsibly. Any inappropriate actions will result in disciplinary action. This includes the student's misuse of video and camera features on the Chromebook.
- Students must bring their Chromebooks fully charged to school every day in a protective case. ****Middle school students are required to use their stay-in case at ALL times.**
- Students must treat their device with care and never leave it in an unsecured location.
- Students must not expose their Chromebooks to excessive heat or cold. Chromebooks should not be exposed to temperatures over 85 degrees or under 32 degrees.
- Students must promptly report any problems with their Chromebook to the District Technology Department by seeing the technician in the morning and opening a support ticket .
- Students may not remove or interfere with the serial number and other identification tags on their Chromebooks.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, screws or plastic casing.
- Students **may** not pierce the warranty sticker on the bottom of the unit in any way. Piercing this sticker invalidates the warranty.
- Students may not attempt to install or run any operating system on the Chromebook other than ChromeOS..
- Students must sign into their school issued Google education account at all times.

Carrying your Chromebook

- Middle school students are required to use their stay-in case at ALL times. High School students are encouraged to keep their Chromebook in a protective case.
- Chromebook should be carried by the handles of your protective case **at all times.**
- When carrying a Chromebook or when not in use, it should be completely closed.
- **NEVER** lift a Chromebook by the screen. Always support your Chromebook from the bottom with the screen closed.

Screen Care

Chromebook screens are easily damaged and are sensitive to excessive pressure on the screen.

- Do not touch the screen with anything (e.g., your finger, pen, pencil, etc.)
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not close the screen with anything on the keyboard.
- Do not grab your Chromebook by the screen.
- Do not use window cleaner or any type of liquid on the Chromebook. Clean the screen with a soft, dry, antistatic or microfiber cloth. You can also use pre-moistened eyeglass lens cleaning tissues to clean the screen.

Responsibility for Electronic Data

- Students are solely responsible for any apps or extensions on their Chromebooks that have not been installed or approved by a member of the district technology staff.
- Students, as users of District Technology, have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications. **There is no guarantee** that data will be retained or destroyed.

Digital Citizenship

Students must follow the six guidelines of being a good digital citizen:

1. Respect Yourself.

I will show respect for myself through my actions.
I will select online names that are appropriate.
I will consider the information and images that I post online.
I will consider what personal information about my life, experiences, and/or relationships I post.
I will not be obscene.

2. Protect Yourself.

I will ensure that the information, images and materials I post online will not put me at risk.
I will not publish my personal details, contact details or a schedule of my activities.
I will report any attacks or inappropriate behavior directed at me.
I will protect passwords, accounts and resources.

3. Respect Others.

I will show respect to others.
I will not use electronic mediums to antagonize, bully, harass or stalk other people.
I will show respect for other people in my choice of websites.
I will not visit sites that are degrading, pornographic, racist or inappropriate.
I will not abuse my rights of access and I will not enter other people's private spaces or areas.

4. Protect Others.

I will protect others by reporting abuse, not forwarding inappropriate materials or communications.
I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist or inappropriate.

5. Respect Intellectual Property.

I will request permission to use resources.
I will suitably cite any and all use of websites, books, media etc.
I will acknowledge all primary sources.
I will validate information.
I will use and abide by the fair use rules.

6. Protect Intellectual Property.

I will request to use the software and media others produce.

I will use free and open source alternatives rather than pirating software.

I will purchase, license and register all software.

I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses.

I will act with integrity.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, applications, music, and video. Downloading, sharing, and posting online illegally obtained media is prohibited.

The information above is taken directly from the Digital Technology Acceptable Use and Internet Safety Policy (#GBEE) and the District-issued Device Agreement. Please consult these documents directly for additional information. Both can be found on the district website.