



CHROMEBOOK 1:1

Procedures & Information for Students and Parents

Updated for the 2026–2027 SCHOOL YEAR

Clearwater R-1 School District · Home of the Clearwater Tigers

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Welcome to the 1:1 Program

Every Clearwater R-1 student receives a district-owned Chromebook for the school year. This guide covers what it is, how to take care of it, and what happens if something goes wrong.

Program Goals

- Give students continuous access to online research, collaboration, and organization tools.
- Prepare students for the technology they'll use in future learning and careers.
- Give teachers a shared set of digital tools to build lessons around.

What Is a Chromebook?

A Chromebook is a lightweight laptop that runs ChromeOS, a Google operating system built around an internet connection — different from the Windows laptops many families already own. Students sign in with their school Google account to reach Docs, Sheets, Slides, Classroom, Drive, Gmail, and the Chrome browser. Chromebooks work best online but retain some functionality offline.

Why Chromebooks

- Small and light — fits in any backpack.
- Low maintenance — no software to install, minimal tech support needed.
- All-day battery life on a full charge.
- Work saves instantly to Drive and syncs the moment you're back online.
- One device that doubles as a textbook, lab notebook, research station, art canvas, and video editor.

Safety & Content Filtering

Built-In Protection

- Virus protection is always on and always up to date.
- Instant cloud syncing means no lost work while online.
- CIPA-compliant content filtering shields students from inappropriate material.

GoGuardian

GoGuardian is the district's content-filtering and classroom-management platform. It gives teachers full visibility into student activity and gives the district CIPA-compliant filtering by category, content, and individual site.

- Instant alerts on inappropriate activity and self-harm flags.
- Full activity reporting.
- Teachers can view every screen in their class at once, lock devices, push links, mirror their own screen, and restrict a class to specific sites or documents.

A note on privacy

The Chromebook and the Google account tied to it remain district property and may be inspected at any time. Students should have no expectation of privacy for anything stored on the device or in the account.

Checkout, Home Use & Return

Checking Out a Chromebook

- Every student checks out a Chromebook at enrollment/registration, after signing the Chromebook Agreement and paying any applicable fees.
- Devices are labeled as district IT assets and remain the property of Clearwater R-1.
- Use is governed by the Technology Usage Agreement — contact your student's office with any questions.

Using the Chromebook at Home

- Content filtering is identical at home and at school — all use should be educational.
- Theft or vandalism must be accompanied by a police report to file a claim.
- Lost or stolen devices are subject to district tracking tools, including the Google Admin Console, GoGuardian location tracking, and — only for a lost or stolen device — remote activation of the webcam or microphone to help locate it.
- This agreement covers manufacturer defects and minor, accidental damage (a cracked screen, a damaged charger, an accidental drop). It does not cover intentional damage or lost devices — see the fee schedule ahead.

Returning the Chromebook

- Devices and chargers are collected during the final week of school, checked for damage, verified functional, and stored securely for the summer.
- Missing or damaged devices are handled under the fee schedule on the following pages.
- Students withdrawing or transferring must return their Chromebook and charger to the office on their last day. Not doing so may mean a full replacement charge and possible legal action.

Student Responsibility & Fees

Every Chromebook and charger carry an asset tag used to track lost or damaged equipment. The tables below walk through what happens — and what it costs — in each situation.

Keep the case on

Every student receives a protective case. Keep it on the Chromebook at all times — any damage that occurs while the case is off is treated as intentional damage.

Asset Tags

- Accidental damage: bring the device to the IT Office for a new asset tag label, or the issue will be logged and resolved promptly.
- Repeat damage may lead to revoked privileges.
- A completely removed tag may lead to disciplinary action.

If Something Happens to the Charger

Situation	What happens	Fee	Notes
Lost	Bring the device to the IT Office for charging within the first 24 hours. A letter goes home about the replacement fee. A new charger is issued after 24 hours.	\$20	Fee applied to account
Stolen	Report it to the Technology Office for the info needed to file a police report (Wayne County Sheriff if outside city limits). Charge the device in the IT Office until the report is filed.	\$0	Once the report is received
Damaged — hardware issue	A new charger is issued right away.	\$0	No fee
Damaged — accidental, 1st incident	A new charger is issued right away.	\$10	Letter sent home
Damaged — accidental, 2nd incident	A new charger is issued after 24 hours. Charging available in the IT Office in the meantime.	\$20	—
Damaged — accidental, 3rd+ incident	May include disciplinary action or loss of privileges.	Up to \$20	—

If Something Happens to the Device

Situation	What happens	Fee	Notes
Lost	A 24-hour loaner is issued from the IT Office. Parents are called about the replacement fee. A new device is issued after 24 hours.	\$350	—
Stolen	Report it to the Technology Department for the info needed to file a police report. A loaner is issued from the IT Office for up to 5 days.	\$0	Once the report is received
Damaged — hardware issue	A new device is issued right away.	\$0	—
Damaged — accidental, 1st incident	A new device is issued right away.	\$0	—
Damaged — accidental, 2nd incident	24-hour loaner issued. Letter home with fees. New/repaired device issued after 24 hours.	Screen \$30 · Keyboard \$30 · Other \$40	—
Damaged — accidental, 3rd+ incident	24-hour loaner issued. Parents called with fees. New device issued after 24 hours. May include loss of home-use privileges.	Screen \$50 · Keyboard \$50 · Other \$60	—
Intentional damage (repairable)	24-hour loaner issued. Parents called with fees. New device issued after 24 hours. Disciplinary action possible.	Screen \$50 · Keyboard \$50 · Other \$60	—
Intentional damage (not repairable)	24-hour loaner issued. Parents called about the fee. Disciplinary action possible.	\$350	—

If your student forgets their Chromebook or charger, they can get a one-day loaner from the IT Office — or leave the device there to charge — the same as forgetting a book or pencil. Coming to class each day with a fully charged Chromebook is part of being prepared.

3 or More Occurrences of an Uncharged Chromebook

- Parental notification
- Lunch detention
- In-school suspension (ISS)
- After-school detention
- Loss of the privilege to take the Chromebook home

Chromebook Care & Maintenance

Having a Chromebook is a privilege. Treat it like any other tool you rely on — a few habits keep it working all year.

Protecting the Device

- Never remove the protective case.
- No Chromebooks in the lunchroom, weight room, gym, or locker rooms — store it in your hallway locker.
- Don't add stickers or decorations that change how the device looks from checkout.
- Don't tamper with asset tag labels.
- Keep it out of hot vehicles; if unavoidable, keep it shaded.
- Open and close it with both hands — never by the screen or a corner.
- Always close the lid before walking with it (it has an 8-second startup, so this costs nothing).
- Don't carry it open or use it while walking.
- No running in hallways — everyone is carrying a device now.
- Keep it separate from textbooks and heavy objects in your bag.
- Keep food and drink away from it — and out of the cafeteria altogether.
- Treat it as valuable — never leave it lying around.

Cleaning

- No chemicals or liquids of any kind.
- A microfiber cloth is safe for the screen.
- Ask the librarian if you're not sure how to clean something.

Charging

- Chromebooks must arrive at school fully charged every day.
- Route the charging cord somewhere it won't trip anyone or get damaged.
- Pick one consistent spot to charge it at home.

Protecting the Account

- Close the lid whenever you step away, so no one can see your documents.
- Only share the device with another student if a teacher directs it — and sign out first.
- Never share your password.

A Few More Reminders

- Anything done online, on any device, is visible to someone — an internet provider, a service, or another user.
- Keep photos, music, and files school-appropriate, the same standard as your locker or binder.
- Replacement cost for a lost or destroyed device is \$350.

The Webcam

- Built in for educational use only; misuse can result in it being disabled for that student.
- It's illegal for school staff to remotely view the webcam except for a stolen or missing device, or under a lawful law-enforcement order — and district policy is to never activate it otherwise.
- To cover the webcam, contact IT for an approved method — don't use markers, glue, or unapproved stickers.

Nine Themes of Digital Citizenship

Digital citizenship is the set of norms for appropriate, responsible technology use. These nine themes frame how we talk about it at Clearwater R-1.

1. Digital Access Full participation in a digital society. Not everyone has equal access to technology — expanding that access is where digital citizenship starts.	2. Digital Commerce Buying and selling online. Most commerce now happens electronically; users need to recognize both legitimate transactions and the risks around them.	3. Digital Communication The exchange of information online. From email to messaging, today's tools let anyone reach anyone — good judgment has to keep pace.
4. Digital Literacy Learning how to learn with technology. New tools keep arriving; the skill that matters most is picking them up quickly and using them well.	5. Digital Etiquette Standards of conduct online. Rules alone don't teach good behavior — everyone needs to learn what responsible conduct looks like.	6. Digital Law Responsibility for online actions. Stealing or damaging someone's work, identity, or property online is a crime, the same as offline.
7. Digital Rights & Responsibilities The freedoms every digital citizen holds — privacy, free speech, and more — paired with the responsibility to use them well.	8. Digital Health & Wellness Physical and psychological well-being. Eye strain, posture, and healthy limits on screen time all deserve attention.	9. Digital Security Self-protection online. Just as we lock our doors, we protect our devices and data — with virus protection, backups, and care.

Source: digitalcitizenship.net, Nine Elements.

The Commitment

Digital citizenship comes down to a short list of habits — here's what we ask every student to commit to.

I Will...

- ✓ Show respect for myself through my actions.
- ✓ Show respect to others.
- ✓ Select online names that are appropriate.
- ✓ Be mindful of sharing personally identifiable information (PII).
- ✓ Carefully consider what I post about my life, experiences, or relationships.
- ✓ Act with integrity.
- ✓ Report any attacks or inappropriate behavior directed at me.
- ✓ Protect my passwords, accounts, and resources.
- ✓ Protect others by reporting abuse, not forwarding inappropriate material.
- ✓ Avoid unacceptable materials or conversations.
- ✓ Request permission to use copyrighted or protected material.
- ✓ Cite my sources — websites, books, media.
- ✓ Acknowledge primary sources.
- ✓ Validate information before trusting it.
- ✓ Think critically and tell fact, satire, and fake stories apart.
- ✓ Follow fair-use rules.
- ✓ Ask permission to use software and media others created.
- ✓ Purchase, license, or use free/open-source software — never pirate it.

I Will Not...

- ✓ Be obscene.
- ✓ Publish my personal details or daily schedule.
- ✓ Post images or information that put me or other students at risk.
- ✓ Use technology to antagonize, bully, harass, or stalk anyone.
- ✓ Visit sites that are degrading, pornographic, racist, or inappropriate.
- ✓ Enter other people's private spaces or accounts.
- ✓ Distribute music or media in violation of copyright or license.
- ✓ Spread or share misinformation as if it were true.

Parental Agreement

I have read and agree to the policies in “Chromebook 1:1 — Procedures and Information for Students and Parents,” available online at sites.google.com/cwtigers.net/clearwater-r-1-technology-main/home.

How “accidental” is decided

The Technology Director, principals, and superintendent make the final call on whether damage is accidental. Parents are accountable for damage from direct intention or willful neglect, including: throwing, punching, or hitting; disassembly; pet damage; stickers or markers; keyboard key removal; stepping or sitting on the device; or any situation where the student neglects to keep the device safe.

The district cannot guarantee the privacy, security, or confidentiality of email sent or received on the account. Network administrators may review email, files, and communications to maintain system integrity and confirm responsible use.

I Agree To:

- Accept the use of a district-owned Chromebook for my enrolled student.
- Confirm the device was in good repair and working order at checkout.
- Be accountable for every provision in this document.
- Promptly notify the principal of any concerns.
- Monitor my student's use and care of the device at home.

Student(s) Name: _____

Parent or Guardian Signature: _____ Date: _____

Technology Survey — Circle One

- YES – NO Do you have a home computer or laptop for your student?
- YES – NO Do you have high-speed internet at home? (10 Mbps or higher, adequate for videoconferencing and lengthy educational videos. Windstream “Best Effort” does not qualify.)
- YES – NO Do you have cell signal at home adequate to stream video without interruption? (3 bars or more)