



# 1:1 Chromebook Information



Dear Student and Parent/Guardian:

Berea City Schools is providing **Chromebooks** for all **students** in order to help extend their learning. Further information can be found in the [1:1 Device Handbook](#) and on the website:

<https://sites.google.com/bereaschools.org/berea1-1/11-family-info>

## What is a Chromebook?

A Chromebook is a laptop running Chrome OS as its operating system. The devices are designed to be used mostly for connecting to the Internet, especially in regard to using our [G Suite for Education](#) applications. In addition, there are numerous educational apps that students may use with their Chromebooks.

***Students should take home their assigned Chromebook each day and during the summer.***

## As a student of BCSD, I will do the following:

### 1. *Charge my Chromebook*

- **Chromebooks should be fully charged before arriving to school each day.**
- Only the provided charging cable should be used; do not purchase or attempt to use a third-party charger as this can damage the Chromebook.

### 2. *Preserve reference tags on my Chromebook*

- Leave all district-placed stickers and tags (inventory barcodes, etc) intact on the device.

### 3. *Be a good digital citizen*

- Follow all agreements in the BCSD Acceptable Use Policy ([please read the entire AUP here](#)), including:
  - I will only use my own Google account and no other person's Google account.
  - I will not use the computer to look at, send, copy or create material that is rude, inappropriate or meant to hurt someone's feelings.
  - I will be respectful, responsible, and safe while on the computer.
  - I will make the device available to any school administrator or teacher for inspection of any messages or files sent or received on their BCSD issued device.
  - I will report to building administration or a teacher any incidents of inappropriate communications sent in any form using their BCSD owned technology.

## As a parent / guardian, I will do the following:

***Support my child in keeping the promises above. In addition, I will***

**Accept** the same financial responsibility for the Chromebook as I do for the textbooks my child brings home. This includes covering the cost of **replacing a lost, stolen, or damaged device**.

**Please see the 1:1 Device Handbook for more information.**

- **Accidental Damage** - If a device is accidentally damaged, please have your student bring the device back to school the next day and report any damage to the media specialist
- **Damage Report Form**. Students without optional device insurance may be responsible for replacement or repairs. Our technicians will do whatever they can to fix the device.
- **Intentional Damage** - Full price of repair or replacement will be the responsibility of the parent/guardian and a meeting with an administrator will be required before a device will be

reissued. Consequences may be issued per the Student Code of Conduct.

- **Lost/Stolen Device** - A fee of \$200 will be collected for a lost or stolen chromebook and a parent/guardian meeting with an administrator will be required. Loss of a charger would incur additional expenses.

**SafeSearch is turned on for all BCSD Chromebooks and is always active. However, Berea City Schools Internet filtering will not be provided for the Chromebooks when used outside of school district buildings.**

The Internet is a valuable resource but is not free of risk. Please monitor your child's internet use and provide guidance as appropriate. In addition, all 9th graders will receive information from their principal and attend a class taught by the media specialist that will address digital citizenship.

## **Berea City Schools Student Device Guidelines**

The Chromebook and any accessories that have been issued to students are the property of the Berea City School District. The device is on loan to the student and must be used in accordance with the following policies & procedures as well as those outlined in the BCSD Student Computer and Internet [Acceptable Use Policy](#).

1. Parent/guardians and students should be aware that access to the Internet outside of the school district is often unfiltered. Parent/guardians may be given the child's login name and password so that they can supervise the student's use of the computer.
2. The District has the right to randomly inspect any laptop, application, or peripheral device. This random inspection could be done on site or remotely. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created documents, pictures, and files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them. In the case of remote access, no notification will precede this type of remote access. However, if it becomes necessary for a school technology official to remotely access the device, the official will attempt to include additional district administrators prior to remotely accessing the device. The administrator will notify the parents / guardian of the student after a remote access connection has taken place.
3. Each Chromebook is assigned to an individual student. Students should never share their device with another student, friend, or sibling.
4. Students must have their device and chargers with them at school. Students should bring the Chromebook to school fully charged.
5. Use of the device for anything other than teacher directed or approved activities is prohibited during instructional time. This includes but is not limited to internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
6. Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures are prohibited.
7. Computers are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or video at school should only be done for instructional purposes as directed by the teacher.
8. Students will not use the device for illegal purposes. Students will not deliberately use the device to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate district personnel as well as local, state, or federal authorities.
9. Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Acceptable Use Policy will be subject to the appropriate disciplinary action as outlined in the student handbook and AUP.