

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. In the event of damage, loss, or inoperability, a temporary device will be made available until the primary device is repaired or replaced. The



district is not responsible for the maintenance or support of private or off-site network (Wi-Fi) connections. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their locker or other building/District designated secured areas.

General precautions

- No food or drink should be near Chromebooks.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, labels, or permanent personalization.
- Heavy objects should never be placed on Chromebooks.

Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store Chromebooks with the screen open.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Alterations

- Any alterations to Chromebooks are not allowed.
- Removing or tampering with any components of Chromebooks is not allowed.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued G suite for Education account.
- Only Cincinnati accounts are able to log into district-issued Chromebooks.
- Students should never share their account passwords with others.

Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media however, G Suite auto-saves every 4 to 6 seconds while connected to the internet.
- The district will not be responsible for the loss of any student work.

Chromebook Identification Records

The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

- Each student will be assigned a Chromebook for the duration of his/her school year.
- Repairing/replacing of Chromebooks in consequence of losing or damaging a Chromebook will be handled on a case-by-case basis by building and or District administrators. Any damaged Chromebook in need of repair must be returned to the school for repair as soon as possible.
- The district technology department will assess the damage to determine repair requirements.

Rules for using G suite for Education acceptable use (privacy and safety)

G Suite is primarily for educational use. Students may use G suite for personal use subject to the restrictions below and additional school rules and policies that may apply. Students may use G Suite tools for personal projects but may not use them for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)
- Inappropriate, sexual, or other offensive content
- Threatening another person
- Harassment or bullying
- Actions which are in violation of the Dignity for All Students Act (DASA)
- Misrepresentation of the District, staff, or students. G Suite sites and groups are not public forums; they are extensions of classroom spaces where students' Free Speech rights may be limited.

Access Restriction - Due process access to G suite for education is considered a privilege afforded at the discretion of the district. The district maintains the right to immediately withdraw the access and use of G Suite when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the principal or principal's designee for further investigation and account restoration, suspension, or termination. As a party of the agreement with Google, the school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action. In addition, further consequences may be applied per the student code of conduct. Privacy and G suite for Education Data-Students have no expectation of confidentiality or privacy with the respect to any usage of a district-issued Chromebook, district G suite for Education account or other related District Network asset, regardless of whether it's use is for district-related or personal purposes other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, or record use of student Chromebook or G suite for Education accounts at any time for any reason related to the operation of the district. By using a district-issued Chromebook or District G suite for Education account, students agree to such access, monitoring, and recording of their use.

Inappropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the acceptable use policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following: 1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will be appropriate and act with integrity. 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 schedule of my activities. I will report any attack or inappropriate behavior directed at me while online. 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 people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas. 4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. 5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials I will suitably cite 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 purchase, license, and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.