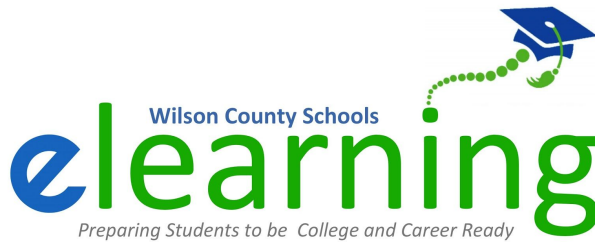


# Student Chromebook Handbook



## Instructional Focus

Wilson County Schools believes that every student deserves the opportunity to better themselves through education. By providing devices for each high school student, we are making sure that each student has every opportunity to do this. Using devices creates an environment where we can truly start to differentiate learning for every student. Learning can be differentiated to allow students choice in their classroom work and the ability to engage with learning through their strengths in learning.

## General Information

Student use of the Chromebook falls under the guidelines of the District's Acceptable Use Policy for technology. Access to the Internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the Chromebook. All applications, activity, and documents stored on the Chromebook are the property of Wilson County Schools and subject to regular review and monitoring.

Students will be given a Chromebook, charger, and sleeve.

### *Students should:*

- Bring their Chromebook fully charged to school everyday.
- Keep your Chromebook with you or in a secured (locked) area at all times.
- Report loss or theft immediately.
- Remember that your Chromebook is for educational purposes.
- Follow the WCS Acceptable Use Policy at all times.
- Log into Chromebook with their school email address only.

### *Students should not:*

- Modify the Chromebook in any way other than instructed by teachers or administration.
- Use another student's Chromebook.
- Apply any permanent marks, decorations, or modifications to the Chromebook.
- Log into Chromebook with a personal email address.
- Use Chromebooks to charge other devices.

Failure to comply with these guidelines will be treated as failure to comply with the District's Acceptable Use Policy and will be dealt with as specified in the District's discipline code.

### Using the Chromebook

Use of the Chromebook will require a few necessary tasks to keep the device performing well.

- Clean the screen only with approved cleaning towels, no chemicals.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Charge the Chromebook only with the included charger, using a standard wall outlet for your power source.
- Document any software/hardware issues to your technology admin as soon as possible.
- Keep the Chromebook in a well protected temperature controlled environment when not in use.
- Do not leave the Chromebook in an unattended vehicle.

### Damage, Replacement and Reporting Technical Issues

Any errors or problems with the Chromebook should be reported as soon as possible, which can be done by informing the media coordinator about the issue so it can be addressed in a timely manner. Damage due to negligence as well as loss or theft of a device will result in the student assuming the financial responsibility based on the current market value.

### Technology User Fee

In order for students to receive their Chromebook, they will need to pay the yearly non-refundable technology user fee at the school (payable by cash only) or through the online payment system, accessible via the school's website. The fees are as follows:

	<b>August 2016 - May 2017</b> (full school year)
Student Fee	\$30
Reduced Lunch Student Fee	\$25
Free Lunch Student Fee	\$20

The technology user fee is a flat fee that will not be prorated for students at any time during the school year. In the event that a student leaves Wilson County Schools, the fee will not be returned. If a student moves from one school to another, their paid technology fee will transfer.

### Damage Fees

**All prices include taxes and shipping. These prices are current at the time of this printing.**

Full Device Replacement Cost: \$259

Screen Replacement Cost: \$65

Charger Replacement Cost: \$48

### Digital Citizenship

For more information about digital citizenship and how to keep your student safe, please visit [commonsensemedia.org](http://commonsensemedia.org).

# Student District Chromebook User Agreement

## STUDENT

I understand and will abide by the above Chromebook agreement in conjunction with WCS' Acceptable Use Policy Board Policy 5451. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. I understand that loss, theft or damage of my assigned Chromebook is my responsibility as well as any neglect toward the Chromebook. If I leave or withdraw from my high school, I am responsible for returning the Chromebook to the school media center to avoid any possible charges.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent email: \_\_\_\_\_

High School: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Grade Level: \_\_\_\_\_

**Technology User Fee - See page 2 to determine appropriate fee and check below.  
Payable by cash only.**

- \$20
- \$25
- \$30