



# Shelby County Schools

## 1:1 Chromebook Handbook & Procedures

2022-2023

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# Shelby County 1:1 Chromebook Handbook & Policies

Shelby County Schools provides students with access to technology in order to enhance student learning. The term "technology" refers to all forms of hardware, digital devices, software, and accounts. Shelby County has expanded access to technology by providing each student with a digital device (Chromebook) during an academic year for use at school and, in some grade levels, at home.

The legal title to the device and its accessories belongs to Shelby County Schools. The student/parent/guardian's temporary possession and use are limited to and conditioned upon compliance with the details of this document.

## *Rules and Guidelines*

In addition to this document, rules and guidelines for student use of technology are outlined in the Acceptable Use Policy (AUP). The AUP applies to all technology, used on school property during school hours or during other school-related activities. It also applies to the use of District-owned or managed technology regardless of location or time of day.

## *Access to Technology*

It is the belief of Shelby County Schools that each student should be granted equal access to technology and resources provided by the district. However, if the student's parent or guardian feels a student's access to technology should be restricted to within school hours, a written request must be submitted to a school administrator or designee. Once the request is received and approved additional arrangements will be made.

## Receiving and Returning Your Chromebook

### *Receiving Your Chromebook*

Shelby County Chromebooks will be distributed at the beginning of each school year. **Parents must read and sign the [Shelby County Schools Student Device and User Agreement](#) before a device will be issued to a student.**

## *Returning your Chromebook*

Chromebooks must be returned at a date, time, and location designated by the local school administration. Typically, this return date would occur as the school year is ending. **If a student withdraws or is expelled prior to the Chromebook return date, he/she must surrender the Chromebook at that time.**

### **FAILURE TO RETURN YOUR CHROMEBOOK**

Chromebooks and accessories (including the charger and school-owned cases if applicable) must be returned at the end of each school year or upon withdrawal or expulsion. If a student fails to return a Chromebook and/or accessories, the student and his/her parent/guardian will be responsible for the replacement cost of the items (see chart at end). **Failure to return the Chromebook and/or any accessories could result in a report of theft being filed with the appropriate authorities.**

## Chromebook Filtering and Privacy

### *Internet Filtering*

Internet filtering is set to function any time a student accesses the Shelby County network. Some lesser level filters are set to function when a student accesses the Internet outside of school. It is recommended that parents take measures for internet filtering outside of school. However, no content filter is capable of preventing all access to all online content that is not school-related and/or inappropriate; therefore, the user assumes responsibility for information accessed on a device and is bound by the terms and conditions of the Shelby County AUP outlined in the Code of Conduct. Violating this policy may result in disciplinary action, and/or the suspension/termination of the student's use of a device and its accessories.

### *Privacy*

Students should not expect that their files, communications, or Internet use while using District-owned or managed technology are private. Authorized staff may access, search, examine, inspect, collect, or retrieve information of any kind from the District's technology, at any time and without prior notice in order to determine if a user is in violation of any of the Board's rules, or for any reason not prohibited by law. In addition, authorized staff may delete or remove a user's files from District-owned or managed technology without warning when those files violate the AUP or when necessary to maintain safe and correct operations of the District's technology.

# Care of Your Chromebook

Students are responsible for the general care of their Shelby County Chromebook. Any Chromebooks and/or accessories that are broken or fail to work properly should be immediately taken to the local school for an evaluation of the equipment.

## *Responsibilities of the Student*

- Understand that the Chromebook is the property of Shelby County Schools and all students will follow the policies contained in this document, the [Shelby County Schools Student Code of Conduct and Attendance](#), and the [Shelby County Schools Student Device and User Agreement](#).
- Handle the Chromebook with care in the classroom, at home, and during transportation.
- Carry the Chromebook in a carrying bag/case at all times.
- Keep the Chromebook and its accessories (charging cable, charging adapter, case) in a secure, supervised area.
- Bring the fully charged Chromebook to school each day.
- Keep the Chromebook free of any writing, stickers, or labels that are not the property of Shelby County Schools.
- Ensure that the Chromebook is securely stored at all times including school-related activities, performances, sporting events, etc.
- Insert charging cables, headphones, and USB devices carefully to avoid damage.
- Clean the Chromebook screen with a soft, non-abrasive, microfiber/lint-free cleaning cloth

## *Precautions:*

- Avoid cleaning the Chromebook and its accessories with liquid cleaning products.
- Avoid leaving the Chromebook unattended.
- Do not let other students borrow the Chromebook or its accessories.
- Avoid leaving the Chromebook in a vehicle.
- Do not leave the Chromebook outside or in an area where temperatures change drastically.
- Avoid eating or drinking in close proximity to the Chromebook.
- Do not use the Chromebook near water such as a pool, tub, or shower.

- ❑ Avoid having pets in close proximity to the Chromebook.
- ❑ Do not place heavy objects on the Chromebook.
- ❑ Do not place pencils, paper, or other damaging objects on the Chromebook's keyboard.
- ❑ Do not check the Chromebook as luggage at the airport.

### *Using Your Chromebook at School*

Shelby County Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebook to school each day, unless specifically instructed not to do so by their teacher.

### *Chromebooks Left at Home*

If students leave their Chromebook at home, they are responsible for getting their classwork completed as if they had their Chromebook present. If a student repeatedly leaves their Chromebook at home, they may be subject to disciplinary consequences.

### *Chromebooks Undergoing Repair*

If a student's assigned Chromebook needs repair, another Chromebook may be loaned temporarily, if the school has sufficient inventory on hand. If the repair or replacement of a Chromebook is necessary due to negligence of the student and/or violation of the Chromebook usage agreement, loaning of equipment will be up to the administrator's discretion and may not be loaned until the repair or replacement costs are paid in full to the local school.

### *Charging Your Chromebooks Battery*

Shelby County Chromebooks must be brought to school each day fully charged. Students are expected to charge their Chromebooks each evening. During heavy use, charging will be offered/allowed at the student's local campus.

# Protecting and Storing Your Chromebook

## *Chromebook Identification*

Shelby County Chromebooks are labeled by the student's home school in order to track and identify the devices. The Chromebooks are identified by serial numbers and school asset (inventory) numbers. Identification stickers should not be tampered with or removed.

## *Chromebooks Left in Unsupervised areas*

Under no circumstances should a Chromebook and its accessories be left in an unsupervised area inside or outside of a school building. These unsupervised areas may include but are not limited to the cafeteria, computer lab, locker room, media center, athletic field, band room, restrooms, and hallways. Any Chromebook left unattended is in danger of being stolen or damaged. If a Chromebook is found unattended, it will be taken to the school administration and the owner of the Chromebook/responsible student may be subject to the loss of the Chromebook and/or additional consequences.

## *Storage of Chromebooks*

Chromebooks should be stored and transported in the district/school provided protective case. There may be some instances where students have permission to use an approved case of their own.

## Damage, Loss, and Repairs

**By taking possession of a Chromebook and its accessories, the student and parent(s)/legal guardian agrees to assume full responsibility for the safety, security, care, and proper use of the Chromebook and its accessories.**

## *Loss/Damage*

In the case of a complete loss or damage of a Chromebook by accident, fire, or flood, the student/parent/guardian agrees to assume full responsibility for the Chromebook. Loss or damage to a Chromebook should be reported within 24 hours to a school administrator or other school personnel specified by the school.

In the case of a complete loss due to theft on school property, the student/parent/guardian must report the incident to the principal or designee on the day of the occurrence. In the case of loss or theft occurring away from school grounds, the student/parent/guardian must report the incident to the law enforcement officials of jurisdiction within 48 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the school principal or designee within 24 hours of the report.

Failing to report loss or theft in the manner described here will increase the likelihood of financial obligation for the student/parent/guardian for the loss of the Chromebook and the corresponding financial obligation for the replacement costs of the lost property.

Once a copy of the report of loss has been given to the school system and the student pays the amount determined by the school system, the student will be issued another Chromebook based on availability.

In order for a Chromebook to be replaced due to theft, all procedures mentioned above must be adhered to.

A student/parent/guardian is responsible for the cost of replacement of a lost Chromebook if the loss of the property is not reported as stated herein, or a Chromebook is lost as the result of handling, storing, or using in a manner not in compliance with the "Care of Your Chromebook" section.

### *Loss or Damage to Accessories*

A student/parent/guardian is fully responsible for the replacement cost of any Chromebook accessories (charging cable, charging adapter, etc.) damaged or lost while in their possession. Replacement costs of the accessories are based on the price for which Shelby County Schools purchases replacement accessories from 3rd party vendors.

### *Loss or Damage Caused By Poor Acts*

Students/parents/guardians may be held fully responsible for damages or loss caused by dishonest, fraudulent, intentional, negligent, or criminal acts, including but not limited to altering the operating system, altering the physical device and the removal of the Shelby County Schools provided identification code. This may include the suspension or termination of the student's ability to use a Chromebook and its accessories, disciplinary action against the student, and/or legal action against the parent (or legal guardian(s)). State law provides that parents, custodians, and guardians are responsible financially for their minor child's destructive acts against school property or persons (Alabama Code - Section 16-1-24).

## Repairs

Although students/parents/guardians are responsible for the costs of any repairs to a Chromebook, Shelby County Schools is responsible for arranging for the performance of any and all repairs to a district-owned Chromebook. Students and parents (or legal guardians) may not and should never attempt to repair a Chromebook themselves or through any party other than the school district.

<b>Estimated Repair and Replacement Costs</b>	
<i>*This list is not exhaustive and pricing is from current estimates and subject to change.</i>	
Chromebook	\$240-\$340
Adapter/Charger	\$20-\$30
LCD	\$20-\$40
Top Case	\$20-\$60
Bottom Case	\$20-\$45
Keyboard	\$30-\$80
Touchpad w/cable	\$20-\$25
Keyboard w/ touchpad	\$30-\$60
Hinge Set	\$20-\$35
Battery	\$27-\$60
Webcam	\$26-\$30