

One to One Chromebook Procedures

William H. Spencer High School



TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device that was issued to them by the District. Devices that are broken or fail to work properly must be reported to the school's Computer Lab Assistant or Media Specialist.

General Policies

- Protect the device screen by following the rules below. The device's screen can be damaged if subjected to rough treatment. All devices are particularly sensitive to damage from excessive pressure on the screen.
 - ✓ Close the device screen before moving it.
 - ✓ Do not lean on the top of the device when it is closed.
 - ✓ Do not place anything near the device that could put pressure on the screen.
 - ✓ Do not place anything in the carrying case that will press against the cover.
 - ✓ Do not poke the screen.
 - ✓ Do not place anything on the keyboard before closing the lid.
 - ✓ Clean the screen with a soft, dry cloth or anti-static cloth.
 - ✓ Do not bump the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Students are no longer allowed to bring their own devices.
- No food or drink is allowed next to your device while it is in use.
- To conserve battery life device should be shut down before moving them.
- Devices must remain free of any writing, drawing, stickers, or labels that are not affixed by Muscogee County School District or Spencer High School.
- Devices must never be left in any unsupervised area.
- Students are responsible for charging the device's battery at the end each schoolday.
- Students may be selected at random by teachers or administrators to provide their device for inspection for damages or misuse.

Failure to comply with the General Policies listed above my result in the loss of privileges for a time period to be determined by the school administration.

NON-FUNCTIONING DEVICES

Students and parents must complete a Chromebook Incident form. Devices that are broken or fail to work properly must be taken immediately to the Media Center. If deemed necessary, a replacement/loaner device may be issued.

- Teacher will determine if device is not working properly.
- Teacher should send student with a pass and/or a Chromebook Incident form and the device to Mr. McBride in the Computer Lab.
- If Mr. McBride is unavailable students will see
 - Ms. Black in the Media Center

If deemed necessary, students may check out a replacement/loaner device from the Media Center.

RECEIVING AND RETURNING YOUR DEVICE

Receiving Your Device

Devices are available to all students. Parents and students must sign and return the Muscogee County School District Student and Parent Chromebook Use Agreement document before a Device can be issued.

Device Check-in

Devices will be returned at each school site prior to the end of the school year on date(s) determined by the school administration. If a student transfers out of MCSD during the school year, the device must be returned prior to the student's last day. If the student transfers schools within the district they must check-in the device from the first school before transferring. They will be assigned a different device as required by their new school.

Check-in Fines

If a student's device, AC power adaptor, and/or case have been damaged or defaced, the student can be billed either for the repair or replacement of the device, the adaptor, and/or case if the damage is shown to be intentional. Unpaid fines will result in students not receiving tickets for their graduation.

Current Fines per Item:

• Chromebook: \$388
• Chromebook Power Adapter: \$41

If a student device is not returned during year-end check-in or on transferring out of district, the site administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's device, the student's grade reports/transcripts may be withheld and the matter may be turned over to local law enforcement.

It is understood that if a student does not follow the expectations of appropriate behavior regarding the device there will be an appropriate and proportionate consequence. The list below is not an exhaustive list of infractions and accompanying consequences, but rather serves as an example. Students may earn office discipline referrals for misbehaviors related to the device and its usage.

Infractions	Possible Consequences
Being off task, including but not limited to: <ul style="list-style-type: none"> ● multiple tabs ● being on wrong sites ● working on other class's work ● music/games/videos instead of work 	Teacher's classroom procedures for off task behavior will be enforced. Repeated off task behavior will result in office referral to appropriate administrator.
Not following Staff directives, examples include: <ul style="list-style-type: none"> ● refusing to shut down or close lid when requested ● refusing to close inappropriate tabs or apps 	Teacher's classroom procedures will be enforced. Repeated behavior will result in office referral to appropriate administrator.
Being unprepared: <ul style="list-style-type: none"> ● Chromebook not sufficiently charged ● Lack of earbuds ● No Chromebook in class 	Natural Consequences: <ul style="list-style-type: none"> ● Lack of Chromebook to complete tasks ● Cannot listen to assignment/must listen quietly so as not to disturb others
Misuse of Internet: <ul style="list-style-type: none"> ● downloading of music/video/games ● copyright violations ● illegal file-sharing sites ● inappropriate websites 	= removal of items from drive = school procedures for plagiarism = Repeated offences will result in office referral to appropriate administrator.
Misuse of School District email: <ul style="list-style-type: none"> ● Cyber Bullying ● Inappropriate images ● Using email to sign up for inappropriate sites 	= District policy for bullying will be put in effect = District policy will be enforced = cancellation of membership to site
Disrespect for Property <ul style="list-style-type: none"> ● intentional damage to device ● damaged or lost charger 	=\$388.00 - \$579.00 replacement fee =\$41.00 - \$52.00 replacement fee