



William H. Spencer High School

Chromebook Procedures

TAKING CARE OF YOUR DEVICE

The Muscogee County School District (MCSD) will provide all students with access to a Chromebook, a hotspot, and Google's G Suite for Education as learning tools to promote and maximize Personalized Learning and Student Achievement.

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.
- 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.

Check-in Fines

Damaged devices will be reviewed by the Division Information Services (DIS) Department. Parents will be notified if charges are necessary. DIS will remotely disable any Chromebook not turned in by the deadline and a bill for the full replacement value (\$452) will be sent. Unpaid fines will result in withholding the student's diploma until payment is received.

Current Fines per Item:

- Chromebook: \$469
- Chromebook Power Adapter: \$41
- Chromebook Sleeve: \$23

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 - \$469.00 replacement fee =\$31.00 - \$41.00 replacement fee

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.