

Mill Falls Care & Use Guide for Loaned Chromebooks

The procedures, guidelines, and information within this document apply to all Chromebooks used at Mill Falls Charter School (MFCS). Teachers may set additional requirements for use within their classrooms.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Reporting of Chromebooks that are damaged, or not working properly should be reported to the Front Office ASAP. Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

GENERAL PRECAUTIONS

- No food or beverages should be near your Chromebook.
- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Chromebooks should not be exposed to extreme temperatures (hot or cold).
- Students should never carry their Chromebooks while the screen is open, unless directed to do so.
- Chromebooks should never be left in an unlocked vehicle or an unsupervised area.

SCREEN CARE

The Chromebook screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything on the keyboard before closing the lid (e.g. pens or pencils, flash drive, etc.).
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners, or wipes of any kind.

USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for daily schoolwork. Students who are learning in person, are responsible for bringing their Chromebooks to school daily, unless advised otherwise by their teacher.
- Use of the Chromebooks in school is subject to rules, procedures and instruction of school staff members.
- If a student does not bring his/her Chromebook to school, the student will NOT have access to a loaner, as all of our technology will be distributed to our students in this loan program.

CHROMEBOOKS UNDERGOING REPAIR

- We are not currently able to provide a loan if the loaned Chromebook needs to be repaired.

FULLY CHARGED BATTERIES

- Chromebooks should be brought to school each day with a full charge. Students should also bring the charger with them to school.

MANAGING YOUR FILES & SAVING YOUR WORK

- Student files should be stored in Google Drive or other cloud-based storage as directed by their teacher.
- MFCS is not responsible for loss of student work.

APPLICATIONS ON CHROMEBOOKS

- Any applications and bookmarks originally installed by MFCS should remain on the Chromebook in usable condition and be easily accessible at all times.
- If technological difficulties occur or illegal software is discovered, the hard drive will then be reformatted, and the loan may be canceled.
- The school does not accept responsibility for the loss of any data or software deleted due to a re-format or re-image.

OPERATING SYSTEM AND SECURITY

- Students may not use or install any operating system on their Chromebooks other than the current version of Chrome OS that is supported and managed by the district.
- Always be on the alert for suspicious emails that contain links and websites that ask for personal information such as name, date of birth or passwords.

CHROMEBOOK IDENTIFICATION

- Chromebooks will be labeled in the manner specified by the MFCS.
- Students will not remove the Chromebook serial number, asset tag number, and name and ID number label. If stickers have or appeared to be falling off, student should alert the Front Office and request guidance.

CHROMEBOOKS IN UNSUPERVISED AREAS

- Under no circumstances should laptops be left in unsupervised areas. Any computer left unsupervised is in danger of being stolen.

INTENTIONAL OR NEGLIGENT DAMAGE

As per the Loan Agreement, Students/Families shall be held partially or fully responsible for damages/loss to their Chromebooks. Examples include:

- Liquid/beverage spills on the laptop.
- Deliberate damage, neglect or abuse caused by you or others you allow to use your Chromebook. This includes intentionally marking, defacing and/or abusing the laptop. Also, damage caused by tampering with hardware components to alter district configurations.
- Leaving the Chromebook unattended or failing to secure it per school recommendations.
- Leaving the Chromebook in an unlocked car, locker, or on the bus.
- Mysterious disappearance of the laptop - meaning the laptop user has no knowledge as to the place, time, or manner of the loss.

CHROMEBOOK TECHNICAL SUPPORT

Procedure to open a service request shall be made by contacting the Front Office.

- If a student experiences an issue with their Chromebook while in class, they will notify the teacher of the issue.
- If a student has an issue with his/her Chromebook while at home, the student/family must submit an email that day, or the following school day to the Front Office for assistance.