

Latham R-V School

Chromebook Handbook

2023-2024 Academic Year



Latham R-V School
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1. Issuing of Devices

1.1 Receiving a device

- a. Qualifications: A student who is actively enrolled at Latham Elementary School qualifies for use of a district – owned Chromebook. In order to possess and use the borrowed device, one must always comply with the Latham Elementary School District Technology Usage Policy.
There is no financial obligation to the student unless loss or damage of the borrowed device occurs as the result of handling, storage, transport, use, or reporting of loss/damage that is not in complete compliance with Latham Elementary School procedures.
- b. Kindergarten – eighth grade students will be issued a Chromebook. Students in grades fifth – eighth will be responsible for transferring their Chromebook to and from school, as many homework assignments will require use of the Chromebook.
- c. Parents/guardians and students must acknowledge the Latham Elementary School Acceptable Use Policy.
- d. All Chromebooks will be checked out to the student through the elementary office.
- e. The device is the property of the Moniteau County R-V School and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on any school owned device or a school supplied or supported email service.

1.2 Returning a device

- a. Chromebooks must be returned immediately when a student transfers out of the school district, is expelled, no longer qualifies for the program, or terminates enrollment for any reason.
- b. Students are expected to return the following items with the Chromebook: issued case, charging cord, and the mouse.

1.3 Fines related to a Chromebook

- a. By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the borrowed property. Chromebooks, the case, charging cord, and mouse will be turned in to the elementary office when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs not to exceed the replacement cost of the device. Moniteau County R-v Administration will make the final determination of any fees assessed.

- b. If a student fails to return the device, the student/parent/guardian will pay the replacement cost of the Chromebook.
- c. Fine will be charged at the following amounts:
 - Chromebook – \$300
 - Chromebook Case – \$30
 - Charger – \$10
 - Damaged Screen up to – \$180

1.4 Loss or theft of a Chromebook

- a. In the case of loss or theft occurring at school, the borrower must report the incident to a school administrator within one day of the occurrence.
- b. In the case of loss or theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the law enforcement report to the school administration within one day of the occurrence. Failing to report loss or theft in the manner described here will result in missing property being categorized as lost rather than stolen and the student/parent/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

2. Taking care of a Chromebook

- a. Students are responsible for the general care of the device they have been issued by Latham Elementary School. Chromebooks that are broken or fail to work properly should be turned in to school administration for evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of Moniteau County R-V and all users will follow these procedures and the Latham Elementary School Acceptable Use Policy.

2.1 General Precautions

- a. While the Chromebooks are considered scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
- b. Chromebooks do not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen of the Chromebook.

- c. Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to school administration.
- d. Cords and cables must be inserted carefully into the device to prevent damage.
- e. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Latham Elementary School.
- f. Students may purchase their own cover if desired. However, this cover must be pre-approved by school administration.
- g. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the Meraki App is a violation of the Acceptable Use Policy and grounds for disciplinary action.
- h. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- i. Chromebooks must be charged for school each day. This is the student's responsibility.
- j. There is not "jail breaking" of this device.
- k. Chromebooks are assigned to individual students and the responsibility for the care of the device solely rests with that individual. Students should not lend their device to another person.
- l. Please do not attempt to contact Apple service directly for repair questions. Please contact school administration.

3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the device. Printing from a device is not encouraged. Students are responsible for bringing their device to all classes unless specifically instructed not to do so by a teacher.

3.1 Chromebook undergoing Repair

Loaner devices may be issued to students when their devices are being repaired by the school. A limited number of "loaner" devices are available and is not guaranteed.

3.2 Charging a device's battery

- a. Chromebooks must be fully charged at the start of every day.
- b. In situations where the battery does "run out," students may be able to connect their Chromebook to a power outlet in class.

4. Software on the Chromebooks

4.1 Originally installed software

- a. The software originally installed by the Latham Elementary School must remain on the Chromebooks in usable condition and be easily accessible at all times.
- b. From time to time the school may add software for use in a particular course.

4.2

Procedure for reloading software

If technical difficulties occur or illegal software are discovered, the Chromebook will be restored to factory settings. Moniteau County R-V does not accept responsibility for the loss of any software or documents deleted due to a re-format or re-image.

4.3

Software upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check their Chromebook for periodic updates and syncing.

Chromebook Handbook Review Verification Form

Please sign, tear out and return this form by September 3, 2023.

I _____, understand that my child,
_____, will be using a Chromebook that will
be the property of the Moniteau County R-V School District.

I have read the Latham Elementary School Chromebook Handbook and
understand the policies related to my student have a Chromebook.

I understand that my student and I will be responsible for any damage,
loss, or theft of the Chromebook that is issued to my student.

Parent/Guardian Signature

Date

Student Signature

Date