

CHROMEBOOK
POLICIES AND PROCEDURES
NOLI INDIAN SCHOOL



Noli Indian School will now be providing a Chromebook for every student that attends our school. The Chromebook program is to prepare students for their futures in a world of digital technology and information. Excellence in education requires that technology be seamlessly integrated throughout the educational programs. Increasing access to technology is essential.

This handbook will outline the policies, procedures and information regarding each Chromebook. Please read carefully.

There is a signature page at the end. This page is for students and Parents/Guardians to sign in recognition of all policies, procedures and information regarding the assigned Chromebook. This page must be turned into Noli Administration before a Chromebook can be assigned to a student.

TAKING CARE OF YOUR ASSIGNED CHROMEBOOK

Students are responsible for the general care of the Chromebook that was issued to them by Noli. Chromebooks that are broken or fail to work properly must be taken immediately to the Noli Administration.

General Policies

- Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all of their classes, unless specifically instructed not to by their teacher.
- Protect the Chromebook screen by following the rules below. The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen
 - Close the Chromebook screen before moving it, unless directed to by a teacher
 - Do not lean on the top of the Chromebook when it is closed
 - Do not place anything near the Chromebooks that could put pressure on the screen
 - Do not place anything inside the case that will press against the cover
 - Do not poke the screen
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils or disks)
 - Clean the screen with a soft, dry cloth or anti-static cloth
 - Do not bump the Chromebook against lockers, walls, car doors, floors etc. as it will eventually break the screen.
- No food or drink is allowed next to your Chromebook while it is in use.
- To conserve battery life, Chromebooks should be shut down before moving them
- Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of Noli Indian School
- Chromebooks must never be left in an unlocked car or any unsupervised area
- Students are responsible for charging their Chromebook's battery before the start of each school day
- Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damage or misuse

MANAGING YOUR FILES AND SAVING YOUR WORK

Saving documents on Google Drive (Cloud Based Saving)

Each student will be provided with a google classroom account and email address. Within Google classroom they can find assignments and homework that needs completion. Each teacher has a Google classroom account for each of their classes.

IN THE EVENT OF DAMAGE

If the Chromebooks is broken and/or damaged, the student will be responsible for the full purchase amount of the Chromebook. \$350.00. This amount must be turned into Noli administration before a new Chromebook can be assigned. If the student does not pay for the damaged and/or broken Chromebook not only will they not be assigned another, but Noli reserves the right to hold back the release of any Transcripts or Graduation for that student.

RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed to each student when this form is signed by both the parent/guardian and student. Once presented to Administration the Chromebook will be so assigned.

1. I will follow all of the policies and regulations in the Chromebook Policy and Procedures Information handbook while at school as well as outside of school.

Parent Pledge

I, _____, recognize that it is my responsibility to restrict access to all controversial materials and I will not hold Noli Indian School, or its employees or agents, responsible for any acquired by my child. I will assume full responsibility for any harmful or illegal content on the Chromebooks. I also will take full responsibility for any damage that occurs to the Chromebook while the device is in my child's possession. I hereby give permission to allow my child to receive a Chromebook.

AGREEMENT

I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures and Information.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Students who withdraw, are suspended or expelled, or terminate enrollment at Noli Indian School for any other reason must return their individual school Chromebook computer on the date of termination.