

Benzie County Central Schools Acceptable Use Form & Handbook



11” Chromebooks

Overview

Benzie Central Schools will provide the student an opportunity to take a computer home for school use. The device the school will send out is an 11" Chromebook. As some may be unfamiliar with a Chromebook, this document will lay out what a Chromebook is along with its care and replacement costs.

In order for a student to take the Chromebook home, the acceptable use document at the end of this handbook needs to signed by a parent/guardian and returned. Please see the section titled "Does my student need to bring it home?" for more information.

What is a Chromebook?

A Chromebook is a device that runs Google Chrome OS as its operating system. The operating system controls how the computer works and what can be done with it. Think of it like Windows on a laptop or iOS/Android on a smart phone. Chrome OS is a computer that exclusively runs a Google Chrome web browser, the same web browser you can install on any laptop and most phones. The student will log into the Chromebook using their Benzie G-Mail account.

Everything the Chromebook does is web-based, meaning an internet connection is **required to fully utilize** the Chromebook. There is limited functionality when the Chromebook is not connected to the internet. For instance, there is an offline Google Drive and eMail application that allows the student to create documents and read emails. Once an internet connection is established again, Drive and eMail will sync. There is an application store that has many apps to download and install. Some of these offer offline functionality, and some do not.

Care of Chromebook

Caring for the Chromebook is similar in how you would care for a laptop computer. You need to make sure not to hit or drop the Chromebook to prevent damage. The student will want to be careful and not place it in a backpack pocket that also contains multiple textbooks.

The student will be expected to charge the Chromebook each night at home.

The following are the guidelines to caring for the Chromebook.

1. Do not open or remove the case of the Chromebook to access internal components. If the Chromebook is not working properly, please bring it in for repair.
2. Do not leave the Chromebook unattended. When the Chromebook is not in your possession, please put it in a secure location.
3. Do not get the Chromebook wet, drop it, throw it, or leave it under extreme temperature conditions.
4. If you need to clean the Chromebook, do not use any form of liquid cleaner. You may use a clean, dry, lint free cloth to wipe down the Chromebook.
5. Do not put any weight on the Chromebook.
6. Do not lift by screen.

Cost of Replacement

There will be a \$20 deposit for a student to take a Chromebook home. In the case of lost or broken components, the child and parent/guardian will be responsible for replacing the items based on the cost laid out below.

- Replacement costs:
 - \$200 Full Chromebook Replacement
 - \$50 Screen Replacement
 - \$20 Wall Charger

Does my student need to bring it home?

Since the Chromebook is all web based, anything they can do on the Chromebook can be done from any internet enabled device running Google Chrome. If you have a computer, tablet, or even a smartphone at home, a student will have the same functionality as the Chromebook by installing Chrome on the device. Mobile devices will also need Google Drive and Google Calendar installed. Ultimately, the question you need to ask yourself is does my student have access to a computer at home that has internet connectivity? If they do, then there is no need to take a Chromebook home, but you still can. If they do not have access to a computer at home, you may want to consider allowing your student to bring home a Chromebook.

Distribution of Chromebooks

For all students that sign the acceptable use policy and are allowed to bring the device home, they will be given a Chromebook and a wall charger. Each household will be assigned a single Chromebook device and wall charger. The student will be responsible for the device and its care. Any damages done to their device will be the responsibility of the student who is assigned to it.

Student Use

The student's use of the Chromebook will depend on the class and teacher. Many day to day activities can be done such as journal entries, research, and homework assignments.

Chromebook Acceptable Use Form
STUDENT/PARENT Take Home Agreement

Student Name: Last: _____ First: _____

Parent/Guardian Name: Last: _____ First: _____

Grade Level: _____

Yes I do have internet at home No I do not have internet at home

A Chromebook provided by Benzie County Central Schools allows the student and teacher to become more engaged during periods of time school is closed. By taking the device home, it will give students access to technology they would not normally have and be able to complete school work.

Please note that Benzie Central Schools is not responsible for connections to your home network and will not be able to assist with issues with your private connection.

By signing this agreement, and allowing your student to bring the Chromebook home, you are assuming the risk for any damages, repairs, or theft due to intentional or unintentional misuse of the Chromebook. Please review the section titled Cost of Replacement to understand the costs.

The student is responsible at all times for the care and appropriate use of the assigned Chromebook. If the student violates the guidelines agreed to in the District Technology Acceptable Use Policy or the rules and guidelines as explained in the Chromebook Handbook for Students and Parents, his/her privilege to take the Chromebook home may be restricted or removed and he/she may be subject to disciplinary action.

I understand, as the parent/guardian, I am responsible for paying the replacement for loss, damage, or repair for the assigned Chromebook which may have occurred at school or home, or while the Chromebook was being transported. The Chromebook remains the property of Benzie County Central Schools. Upon June 15 or transfer from the District, parents and student agree to return the Chromebook to the school in the same condition it was issued to the student, less reasonable wear.

I have reviewed the Benzie County Central Schools Acceptable Use Form & Handbook and understand the rules and guidelines for appropriate use.

Parent/Guardian _____

Date _____