

GHS Chromebooks General Information Student Responsibilities and Expectations

● **Receiving & Returning your Chromebooks**

- Chromebooks will be distributed each fall by students' homeroom teachers.
- Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out during the school year, the Chromebook and charger provided will be returned at that time.
- If a student fails to return the Chromebook and charger at the end of the school year or upon termination of enrollment, the device will be considered lost and the student/parent will be responsible for replacement costs (your parent/guardian would file a claim with Worth Group if Insurance was purchased.)

● **Chromebook Problems**

- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student or the parent or guardian, must contact the administration immediately.
- Any technical issue with the device must be brought to the attention of Mrs. Meyer. This in particular includes battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any damage to the device that has been determined as intentional shall incur a cost for repair.

● **Taking Care of your Chromebook**

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Chargers must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Green Hills School.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day. Chromebooks should be charged each evening.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.

- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- Students are allowed to use his/her own carrying case for extra protection against damage.
- **Using Your Chromebook at School**
 - If a Chromebook is accidentally left at home, another Chromebook may be checked out to use during the day.
 - If a student repeatedly (three times maximum) leaves their Chromebook at home, they will not be issued a loaner and have to make other arrangements to complete their assignments at school.
 - If a student has a Chromebook undergoing repair, a loaner will be issued and this will not be counted as forgetting a device.
- **Customizing Your Chromebook**
 - Chromebooks are the property of Green Hills School. Any settings changes or customization must be approved by Mrs. Meyer.
 - Background images may be changed. However, any inappropriate media such as the presence of guns, weapons, inappropriate language or images, alcohol, drug or gang related symbols will result in disciplinary actions and may also result in a loss of Chromebook privileges.
 - Personal Music is not allowed on the Chromebook. Any music on the device should only be added at the request and approval of a GHS teacher.
 - All software and Apps are GHS provided. Any additional installation of software or apps must be approved by Mrs. Meyer.
- **Home Internet Access and Printing**
 - Students are allowed to set up access to home wireless networks on their Chromebooks. The same content filtering at school is applied to Chromebooks provided for home use.
 - Students may also set up home printing capabilities for their Chromebooks. This will require a wireless printer.

