



## East Dayton Christian High School Device Handbook

### Receiving Your Device

- The chromebook and charger (hereafter, collectively “Chromebook”) will be distributed at the beginning of the school year.
- Before receiving the chromebook, students and parents must sign and return the EDCS 1:1 Device Agreement Form

### Ownership of the Chromebook

- EDCS retains sole right of ownership and possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year.
- EDCS’ administration and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to monitor student work or to alter, add or delete installed software or hardware.

### Students' Responsibilities

Student and parent/guardian are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the School’s Acceptable Use Policy and the student device handbook when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so will result in loss of instruction.
  - Note: A fully charged Chromebook should last at least 8 hours.
  - If a student leaves his/her Chromebook at home or brings an uncharged chromebook to school, he/she will need to turn in their phone in exchange for a loaner chromebook.
- Students must treat their chromebook with care and never leave it in an unsecure location.
- Students must report any problems with their Chromebook to the tech office as soon as possible.
- Students may not remove or interfere with the serial number or other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including keys, charger, and exterior case.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the school.
- **DO NOT PUT ANY MAGNETS NEAR OR ON THE CHROME BOOKS.** It could corrupt data on the chrome book

### Responsibility for Electronic Data

- The students are not allowed to add any apps without approval from the EDCS tech office.
- Students are responsible for backing up their data to protect from loss.
- Users of School Technology have no rights, ownership, or expectations of privacy to any data that is, or was stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### Devices Left at Home or Brought to School Uncharged

- If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present.

- If a student leaves his/her Chromebook at home or brings an uncharged chromebook to school, he/she will need to turn in their phone in exchange for a loaner chromebook.

### Protecting Your Data and Files

- Students are responsible for the appropriateness of all files, data, and internet history on their Chromebook.
- Do not take photos or videos of other students or staff.
- The possessing, forwarding, or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden.
- **Do not access another individual's chromebook, materials, information, or files.**

### Returning the Chromebook

- Chromebooks must be returned to the tech office during the final weeks of the school year by the date announced each spring.
- Any student who withdraws, terminates enrollment, or is expelled must return their device and accessories immediately.
- If a student fails to return the device and accessories when requested, the student will be billed for the replacement cost of the device and/or accessory.
- If chromebooks are not returned to the school, it will be considered stolen property and law enforcement agencies may be notified.

You will be responsible for paying for the needed equipment or replacement Chromebook if needed. The prices do not include the cost of labor which is at least \$40/repair or diagnostic fee. You will be issued one charger with your Chromebook. Total replacement cost for the device is \$325.

Use of this Chromebook, as well as access to the computer network, the Internet, and school email are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of East Dayton Christian School.

ALL DISCIPLINARY ACTION IS SUBJECT TO THE DISCRETION OF THE BUILDING ADMINISTRATORS.

**Only School Chromebooks and computers are allowed in the high school and on the school network. All other computers are prohibited.**

Part Damaged	Cost
Screen	\$115*
Keyboard/Touchpad	\$80*
Chassis	\$80*
Other (Motherboard, Battery, Cables, etc)	\$25-\$130*
Full Replacement	\$325*

\* Pricing is subject to change due to vendor availability and pricing

## **Vandalism and Theft**

- In cases of theft, vandalism, and other criminal acts:
  - On-Campus during the school day: please contact administration as soon as possible.
  - Off-campus: a police report **MUST** be filed by the student or parent as soon as practicable or in no case more than 48 hours after the theft or vandalism is discovered.
- The police report must be presented to the Assistant Principal.

## **Technical Issues/Damage/Loss**

- If you experience any technical problems or damage at school, take chromebook to your teacher
- If the teacher can't fix it, please bring the device to the Principal's Assistant in room 311.
- If it cannot be fixed at that time, a loaner device may be issued to you, if available.
- All device policy agreements will remain in effect for the loaner device.

## **Audio and Sound**

- The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes only.
- Earbuds/headphones may be used in the classroom based only upon individual teacher approval for instructional purposes only.

## **Device Identification**

- Student devices will be labeled.
- Do not remove any identifying labels or markings.

## **Personalizing Devices**

- Students are not permitted to place stickers or any other decorative items on their Chromebooks.

## **Care of the Device**

The Chromebook is the property of East Dayton Christian School, and all users will follow these rules and the Acceptable Use Policy.

- Students are responsible at all times for the care of the device to which they are assigned.
- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic areas, cafeterias, computer labs, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- **Students will not have the opportunity to charge their devices at school.**
- Devices are to come to school each day charged to 100%.
- Too much pressure may crack the screen so please avoid placing anything on top of the device.
- Do not cram the device in a bag or locker.
- NEVER place or consume food or drink near the device.
- Do not use your device at cafeteria tables where food and drink are present.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
- Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.

### **Transporting Devices**

- When transporting the device between classes or outside the building, you are required to close the lid.
- NEVER walk with the device open.
- Students are required to take their devices home every day after school, regardless of whether or not they are needed. Students will need to make sure the chromebook is charged for the following day.

### **Passwords**

- Students may NEVER share, distribute, or otherwise allow other students access to their password.
- At any time, a parent, teacher, or school administrator may use the password and access the device.

### **Consequences of Inappropriate Use**

- The use of any school technology is a privilege and not a right.
- Students are expected to use their Chromebooks in accordance with the Device Handbook, School Acceptable Use Policy, and any applicable laws.
- Failure to use this Chromebook in an appropriate manner will result in the following consequences, as determined by the teacher and administration of EDCS High School.

### **ALL DISCIPLINARY ACTION IS SUBJECT TO THE DISCRETION OF THE BUILDING ADMINISTRATORS.**

**I understand that this is the only warning I will receive about appropriate use of my Chromebook. Furthermore, I understand that any violation of these policies will result in consequences concerning the use of my Chromebook. I also agree that my student will abide by the current EDCS Acceptable Use Policy.**

### **HS Chromebook Guidelines**

1. Students are not to communicate with each other through computer use (Google Docs, Talk, Chat, or Write) except when permission has been given by the teacher and only to do so for educational purposes.
2. When carrying chromebooks, students must have the lid closed.
3. At no time are students allowed to use personal email accounts at school.
4. Usage of electronic resources for recreational entertainment is not allowed.
5. Do not tamper with the labels on the chromebooks in any way. For example, poking a hole in the label to access the camera.
6. Chromebooks are to be used for either school work or activities students need to do in the process of applying to colleges.
7. No objects should be placed on top of chromebooks.
8. No food or drink should be placed next to the chromebooks.
9. Do not change any settings on the chromebook without teacher permission
10. If a valid school assignment cannot be accessed on school resources due to Securly, the student is responsible to complete assignments off campus or request that the website be unblocked. **Do not use a program to unblock the website.**

**\* Consequences will be appropriately determined by the teacher and/or administration. Consequences may include but are not limited to: detention, Saturday school, suspension, and/or withdrawal from school.**

**\*\*If a chrome book is damaged or broken while in possession of a student, that student will be responsible for repairing or replacing the device. In addition, a detention and/or Saturday school may be given.**

**By signing the EDCS Device Agreement, the student and parent/guardian agrees to follow the guidelines in the EDCS Device Handbook and the Acceptable Use Policy.**

### **1:1 Chromebook Bed Bug Student Procedure**

1. Bed bug infested devices will be collected from students and put in a zip lock bag.
2. A spare device is made available for the student to pick up within the building each morning and drop off each afternoon before leaving.
3. The infested device will be treated by the tech department.
4. Once a “permanent” device is treated and ready to use again, it will not go home until we receive certification that the home has been treated.
5. Once we receive certification, we will send the treated device back home.
6. If another instance of bed bugs is detected, the device is sent home; and the student is responsible for the cost of the device.