



## North Olmsted City Schools Chromebook Handbook 2023 -2024

North Olmsted City Schools has a Chromebook available to all students grades PreK-12 to use for educational purposes. The Chromebook is an integral part of the instructional program. Below is how students will have access to Chromebooks for use:

**Students Pre K - 4:** Students Grades Pre K-4 will access Chromebooks via a Chromebook cart in the classroom. Typically, these devices will not leave the classroom, however there may be instances where it is approved for the Chromebooks to be used at home.

**Students 5-12:** Students grades 5-12 will be assigned a Chromebook along with a padded carrying case and a charger. The students will be expected to bring the Chromebook back and forth to school fully charged. Students will receive a new device in 5th grade for use in grades 5-8, and then they will receive a new one in 9th grade for use in grades 9-12.

**New Enrollees:** Any student, grades Pre K-4, who enroll after the beginning of the school year will have a Chromebook available for use in the classroom Chromebook cart. Any student grades 5-8 who enroll after the beginning of their 5th grade year, will be assigned a Chromebook for use until the end of their 8th grade year, and then will also be assigned a new Chromebook at the beginning of their 9th grade year. Any student grades 9-12 who enroll after the beginning of their 9th grade year, will be assigned a Chromebook for use until graduation.

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**Student Use Policy:** It is the responsibility of the student, in grades 5-12, to bring the Chromebook to school everyday **fully charged**.

The devices will not be collected at the end of every school year. The devices will go home with the students over the summer for any extended learning and enrichment. The student will be responsible to bring the Chromebook to school at the beginning of each school year fully functioning. The student will be held responsible for any damages that may occur over the summer. During the summer time the Chromebooks will only have access to district programs.

Although the Chromebooks are available for home use, they are the property of North Olmsted City Schools, and must be treated like any other school property. As such, families will have the below responsibilities if the school Chromebook is lost and/or damaged:

**Damaged Devices:** To ensure the Chromebooks continue to work for all educational purposes, all Chromebooks must be repaired by the North Olmsted City Schools; outside companies are not allowed to repair or replace any damaged Chromebooks. Damages to Chromebooks include, but are not limited to: broken screens, damaged keyboards, damaged trackpads, broken headphone plugs, etc. "Cosmetic damages," like cracks in the plastic, will not be

repaired unless the Chromebook becomes unusable.

Accidental damage, normal wear issues, and damages protected by an existing manufacturer warranty will be covered by the school district. However, intentional damage or an excessive carelessness damage to Chromebooks will be documented and charged to the student/parent for the cost of the part or device, along with a discipline referral. The price of the repairs is strictly based on the cost of the part, and will vary from year to year depending on the price of the part available to the district at that time. Each year, updated costs will be listed on the Chromebook Headquarters page found on our district website. *In addition to the cost of the repair, if the damage is deemed intentional or malicious, the building administration reserves the right to also take disciplinary action in the same manner as any other damage to school property according to the student code of conduct.*

The costs for repairs for the 2023-2024 are as follows:

Part	2023-24
Screen	\$17.00
Keyboard & Shell	\$22.00
Trackpads	\$7.00
AC Adapter (Charger)	\$16.00
Battery	\$20.00
Motherboard	\$100.00
Whole Device Replacement and License	\$255.00

**Lost or Stolen Devices:** Any student who has lost a device, or feels it was stolen, must report the incident to school administration. North Olmsted City Schools will do what it can to assist in tracking down and recovering the device. However, in the event the device is not returned, the student will be subject to a fine for the full cost of the replacement device and the additional cost of the licensing. This will be added to the student's school account upon the assignment of a new Chromebook.

**Withdraws:** Any student, grades 5-12, who withdraws from the district will be expected to return the Chromebook upon withdrawal. If the Chromebook cannot be collected, a fine will be assessed to the student's account prior to the release of records.

### Student Responsibilities for Chromebook Use

1. I will take care of my Chromebook as identified in the NOCS Chromebook Acceptable Use, Policy and Procedures.
2. I will never leave the Chromebook unattended. If my Chromebook is damaged, lost or stolen,

I will pay the associated fees.

3. I understand the Chromebook is my responsibility, and I will not loan it to other individuals.

4. I will know where my Chromebook is at all times.

5. I will bring a charged Chromebook to school each day.

6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.

7. I will not disassemble any part of my Chromebook or attempt any repairs.

8. I will use my Chromebook in ways that are responsible, appropriate, educational, and meet the expectations of NOCS.

9. I will not customize (such as decorations, stickers, marks, etc.) any portion of the Chromebook. I will not deface the NOCS Chromebook identifiers on any Chromebook.

10. I understand that my Chromebook is subject to inspection at any time, without notice and remains the property of NOCS. I will provide the Chromebook passcode to staff, immediately upon request.

11. I will follow the policies outlined in the Chromebook Acceptable Use, Policy and Procedures while at school, as well as outside the school day.

12. I understand that inappropriate content found on the device is subject to disciplinary action.

13. I will file a police report in case of theft, vandalism, or if required by insurance policies.

14. I will be responsible for all fees due to damage or loss caused by neglect or abuse.

15. I agree to return the district's Chromebook, case, power cords, and any other accessories in good working condition when requested or upon my withdrawal from NOCS.