

Chromebook Guidelines

All students at the Holten Richmond Middle School will be issued a Chromebook laptop. Each Chromebook will be issued and registered to an individual student. The student is responsible for their assigned device at all times. It is hoped that students will use their Chromebooks both at school and at home. Once a Chromebook is connected to a home WiFi network it will navigate back to the DPS filtered network so only appropriate sites on the internet will be accessible.

Student Responsibilities

Students are responsible for ensuring that their Chromebooks are charged and available for all of their classes. Students should plan on charging their devices while at home for use the next day at school. Options for charging at HRMS will be limited.

The Chromebook is the sole responsibility of each student. Under no circumstances should devices be left in an unlocked or unsupervised area. Any device left unattended is at risk of being stolen or damaged. If a device is found and is unclaimed, it will be taken to the main office.

Family Responsibilities

Student's families will have to purchase a mandatory insurance policy to cover each Chromebook. Information about policy purchase is on the Holten Richmond Middle School web site. The policy will protect the Chromebook against accidental damage, theft, vandalism, fire, flood, natural disasters, and power surge due to lightning strikes.

All claims for replacement and/or the repair due to damage, negligence or theft that occur to the Chromebook while it is assigned are the sole responsibility of the parent or guardian. The Chromebook and its original accessories must be returned in good condition and in working order as determined by the Danvers Public Schools technology staff. If a student is no longer enrolled at the school, their Chromebook must be returned to the school.

Chromebook Care

Even though we have purchased rugged Chromebooks for our students, care still must be taken. Here are some useful hints to keep the Chromebook in peak condition.

1. Chromebooks and their chargers should be kept from getting wet. This includes accidental food and beverage spills, excess humidity and precipitation.
2. The Chromebook should not be carried around with the power adapter attached.
3. The Chromebook screen can be damaged if not properly cared for. They are particularly susceptible to damage from excessive pressure on the screen. This includes a pen, a pencil or any other item.
4. Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type on the screen.
5. Avoid placing objects on top of, or dropping items onto the Chromebook.
6. Do not block air flow when the Chromebook is on. Chromebooks do not like excessive heat or cold. They should not be exposed to temperatures over 100 degrees or under 32 degrees.
7. Chromebooks have been labeled with the inventory tag. Please **do not remove** the tag.

I have read and understand these Chromebook Guidelines

Parent / Guardian

Date