Summer 2020: Students will keep their Chromebooks for online learning and communication.

The [Technology Acceptable Use](#) policy is still in place, this device should continue to be used for educational purposes. If families do not need the device over the summer, please prepare it for summer storage: secure it in the protective case, put it in a safe location. If families do not want students to have the device, or are leaving the district, moving etc. the device and charger should be returned to the District Office. ([Device Return Form](#))

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the technology guidelines within the Student/Parent Handbook signed at the start of the school year and all of its corresponding administrative procedures at all times. Students in violation of these guidelines or other procedures in this Chromebook Procedural Manual will be subject to disciplinary actions. Students who do not adhere to these policies could have the assigned Chromebook confiscated and loss of network privileges at school.

Taking Care of School-issued Chromebook

Each student is responsible for the general care of the Chromebook that he/she was issued by the school. Chromebooks that are broken or fail to work properly must be taken to the District Office for repair. Do not attempt your own repairs. Other than allowing automatic updates, do not tamper with the operating system.

If your assigned Chromebook is not turning on:

Plug in your charger and press and hold the power button for 20 seconds or until *Google* flashes on the screen

If a specific tool/app/resource is not working correctly:

Shut down your Chromebook and restart (This should be done on a daily/nightly basis to allow updates)

Make sure your Chromebook is updated (Use directions below)

Turn on your Chromebook and connect your Chromebook to Wi-Fi.

At the bottom right, select the time and then select Settings ⚙ .

Select Menu ≡ › About Chrome OS.

Under "Google Chrome OS," you'll see which version of the Chrome operating system your Chromebook is using.

Select Check for Updates. If your Chromebook finds a software update, click Update.

General Chromebook Precautions

- Chromebooks should not be used or stored near food, drink or pets.
- Chromebooks should not be exposed to excessive hot or cold temperatures.
- Chromebooks should not have heavy objects placed on them or near them.
- Chromebooks should be transported with care and in school-issued protective cases.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed after making sure there is nothing on the keyboard
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth
- Chromebooks should be used with caution with cord as the cord may be a tripping hazard.
- Chromebooks should be shut down every night and updated periodically (see process above).

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a school issued Chromebook, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Tech Support

If families have issues with the device, please use the guidelines included to troubleshoot your own device, minimal support for repair will be available over the summer. *A reminder that intentional damage to devices may result in a fine or fee.* If Chromebook problems persist or the device is broken, the device should be brought to the District Office for repair and a loaner device may be issued. All SDNL issued Chromebook devices needing repairs should be dropped off **with charger** at the District Office during their summer business hours. (Please call District Office at 920.982.8530 to arrange drop-off/pick-up of devices) Parents/students will be asked to fill out a repair form when they turn in the SDNL issued Chromebook device. Paper copies will be available at the District Office. District Office staff will make contact with individuals when repairs are completed and a pick-up time will be arranged. **Any questions or concerns should be directed to the District Office (920) 982-8530**

SDNL 2020 Summer Chromebook Repair Form

Student Name (Last Name, First Name):

_____

Student Attends (Circle One):

(Gr. 9-12) ● NLHS ● Next Gen. ● Catalyst	(Gr. 5-8) NL ISMS	Lincoln Elem.	Parkview Elem.	Readfield Elem.	Sugar Bush Elem

Please Describe the Problem/Concern with the Chromebook Device:

Contact Information for When Repairs are Completed:

Name (First and Last): _____

Phone: _____

Email: _____

-----------------------------Section Below to be Filled Out by SDNL District Staff***-------------------------

Loaner Barcode # _____

SDNL Barcode # or District ID Tag _____

Please keep this form for Building IRC records