

## Salem Schools Chromebook Device Policy

Student Chromebooks and accessories (i.e. carry case, mouse, charger, etc.) remain the property of Salem Schools. Students who transfer out of Salem Schools will be required to return Chromebooks and accessories. If a Chromebook and issued accessories are not returned, the parent/guardian will be held responsible for payment in full (up to \$200.00) for damages or missing accessories. ***\*Insurance is available for \$18.00 per device per year***

Part Damaged	Cost With \$18 Insurance	Cost Without \$18 Insurance
Screen	\$0 (up to \$200)	\$50*
Keyboard/Touchpad	\$0 (up to \$200)	\$80*
Chassis	\$0 (up to \$200)	\$20 - \$55*
Other (Motherboard, Battery, Cables, etc.)	\$0 (up to \$200)	\$20 - \$130*
Full Replacement	\$0 (up to \$200)	\$200*

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

### Care of Your Chromebook

Students are responsible for the general care of the Chromebooks issued to them. Chromebooks that are broken or fail to work properly must be taken to the office. If a loaner Chromebook is needed, one will be issued to the student until the Chromebook can be repaired or replaced.

#### General Precautions:

- **DO NOT REMOVE YOUR DEVICE FROM THE ALWAYS-ON CARRY CASE!**
- Chromebooks must be in their protective cases at ALL times, including when charging and using.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks should be carefully placed into your locked locker when not required for class.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

#### At Home:

- Students are required to take their Chromebooks home each night.
- Chromebooks must be brought to school each day in a fully charged state.
  - Students are expected to charge their Chromebooks each evening.

#### At School:

- The Chromebook is intended for use at school each day.
- Chromebooks should be with students at all times.
- Students are responsible for bringing their Chromebooks to all classes, unless directed not to do so by an instructor.
- NO unauthorized printing allowed (from home or school). Students who print to district printers without permission may be charged for toner and paper or receive disciplinary consequences.

#### Screen Care:

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

*Chromebooks are subject to the district web filter (LightSpeed). The filter remains in force whether the device is on the district network or your home network. Additionally, computer use is logged and geo-tracking is employed to determine the physical location of the Chromebook. As with any district computer, students should expect no right to privacy pertaining to activities performed using the machine. Attempting to reset or power wash the device will cause it to become unusable until re-registered in the district domain by Salem Schools computer technicians.*

Failure to abide by this policy or the AUP may result in discipline with consequences ranging from warning to loss of computer privileges. Consequences will be determined by your building administrators.