

BEAUFORT MIDDLE SCHOOL

CHROMEBOOK CARE AND RESPONSIBILITY

Dear Parents/Guardians and Students,

Carteret County Schools has provided Chromebooks for BMS over the last few years. The Chromebooks are received through a grant opportunity. While the cost of a Chromebook is significantly less than those of traditional laptops and tablets, we encourage students to care for them properly to avoid unneeded replacement costs. Students are responsible for the general care of the Chromebook they have been issued in class. The student is responsible for a broken Chromebook.

USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for educational activities directed by the classroom teachers.
- Google Docs and Chrome are used for **school purposes only**.
- Students are reminded that they are responsible for following the technology responsibility use policy that both students and parents signed.
- Inappropriate use of the Chromebooks will result in disciplinary action.
- Students should log in with their school Gmail account.

GENERAL CARE

- Do not have any food or drinks near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks do not like when you touch their screen. In fact, they might react negatively by blurring or cracking themselves if you touch their screen too hard with any object. This includes your finger, a pen, a pencil or any other item.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees.
- Do not block air flow when the device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe, just like you.
- Chromebooks must remain free of any writing, drawing or stickers. They have been labeled with a county stamp and the Chromebook number that was assigned to you.
- Damage, loss or theft must be reported immediately to your teacher.
- Chromebooks are not to be taken out of their classrooms.
- If anything is noticed to be broken prior to the next student usage, please contact your teacher immediately.

CARRYING CHROMEBOOKS

- Keep your Chromebook in the classroom cart provided for you when not in use.
- Carry your Chromebook with two hands when transporting it. This will help to avoid it sliding off your books and dropping.
- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Do not carry your Chromebook while the screen is open.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

SCREEN CARE

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, or disks).

CHARGING YOUR CHROMEBOOK

- The Chromebooks hold a charge for about 8 hours.
- At the end of each class each student will **sign off** and **shut down** the Chromebook. This will be done to save battery life.
- If it becomes a problem that a student is not logging off and shutting down then disciplinary action will be taken.

KEEPING YOUR CHROMEBOOK CLEAN

- Never use **any** product containing **any** alcohol, ammonia, or other strong solvent to clean your Chromebook.
- The teacher will direct you on appropriate cleaning techniques.

CHROMEBOOK SECURITY-Protecting and Securing your Chromebook

Chromebook Identification:

- Student Chromebooks are labeled by school. They can be identified by the school with security numbers and district tags.

Account Security:

- Students are required to use their school google email to log in to the computer.
- Students are required to keep their passwords confidential.

STORING YOUR CHROMEBOOKS

- Your Chromebook will be secured in a locked cart overnight and between classes.
- At the beginning of class you will receive your Chromebook and take a seat immediately.
- Under no circumstances should the Chromebooks leave the room, unless your teacher has given you specific permission on that specific occasion.

Please return this paper as soon as possible so we can begin using our Chromebooks on a daily basis!

By signing, I understand and agree to these terms:

Student Name (Print): _____

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____