



Students will be issued Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the Chromebook, using it appropriately for school, and being a good digital citizen.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that school authorities may monitor everything done on any District-owned computer, network, or electronic communication device. Inappropriate use of District Technology is subject to disciplinary consequences including, but not limited to, limited or banned computer use, detentions, suspensions in-school, suspensions from school, a recommendation for Expulsion from school, and/or legal action.

Ownership of the Chromebook

Morgan County School District Re-3 (MCSD) retains sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only until they graduate or leave the District. Moreover, MCSD administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following behaviors:

- Students must bring their Chromebooks to school every day and make sure it is fully charged. Disciplinary action may result for failure to bring a fully charged Chromebook to school. If a Chromebook is missing from school for 5 consecutive days, the Chromebook will be considered stolen and reported as such to the Fort Morgan Police Department.
- Students must treat the device with care and never leave it in an unsecured location.
- Students are advised to keep the device in a protective case or backpack when traveling. Chromebooks should not be left in automobiles during extreme cold or heat as they could damage the device.
- Students must promptly report any problems with the Chromebook to their teacher/librarian.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to install or modify any operating system on the Chromebook other than the Chrome OS operating system installed by the District.
- Students must keep the device clean.

- Students must keep the device free from non-removable stickers, artwork, graffiti, and may not remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students are not allowed to physically alter or destroy the Chromebook or accessories. (e.g., removing or reordering keyboard keys, removing access compartments or removing or altering internal hardware)

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the District technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was stored on the Chromebook, Google Apps, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Spare Equipment and Lending

If a student forgets their Chromebook or a student's Chromebook is inoperable, the District has a limited number of spare devices for use/loan while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner Chromebooks. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.

Damaged, Lost or Stolen Devices

Students should submit Chromebooks that need repair to their librarian. Repairs must be done by the school district, not by an outside party.

Charges for Chromebook Repair are shown below. Students and student families will be responsible for all damages to their District issued Chromebook. If a device is lost or stolen the student and student family will be responsible for the fee to replace the Chromebook.

Charges for Chromebook Repair/Replacement

Replace Damaged/Lost Chromebook - \$250.00

Replacing Screen - \$80.00

Replacing Keys (Keyboard) - \$99.00

Replacing Power Cord - \$40.00

Replacing Asset Tag Sticker - \$5.00

Replacing Protective Sleeve \$15.00