



IMPORTANT Device Information

- Students in Kindergarten through 12th grade are provided a district-owned Dell Chromebook as their personal learning device while enrolled at RCS. Each Chromebook will come with a protective case and a Dell charger.
- Chromebooks are provided for educational purposes to support learning both in and out of the classroom. Chromebooks also meet state testing requirements.

Student Expectations:

- **Bring the device fully charged to school every day.** Failure to do so will make it difficult for your student to get their coursework completed in a timely manner.
- **Take care of the device and charger.** Students are responsible for the care and security of their Chromebook and charger.
- To follow the RCS Technology Acceptable Use Policy (outlined in the Technology Handbook).

Logging into the Chromebook:

- Grades 2-5 will log into their Chromebook using their district-issued Google account and password.
- Kindergarten and First grade students will scan their Clever QR code to log into their device.
- Students should never share their account passwords with others, unless requested by an administrator.

Environment and Security:

- **No food or drinks:** Keep all liquids, snacks, and sticky food far away from the keyboard and ports.
- **Never leave the Chromebook unattended, unless stored in a secure location.**
- **Careful plugging:** Insert chargers and USB cords straight into the ports without forcing them.
- **The Device MUST remain in the case at all times.**
- Leave school asset tags intact. Devices must remain free of any writing, drawing, and stickers, etc.
- Devices should **never** be taken out of the backpack on the bus.

Handling and Carrying:

- **Two hands:** Always use both hands to carry the Chromebook.
- **Close the lid:** Never walk or move around with the screen open.
- **Never lift by the screen:** Always hold the base - picking it up by the display can snap/crack the LCD.
- **Flat surfaces:** Keep the device on a steady desk or table, never on the floor where it can get stepped on.

Screen and Keyboard Protection:

- **Clear the keyboard:** Ensure no pens, pencils, earbuds, or papers are resting on the keys before closing the lid.
- **No heavy weight:** Do not pile heavy books or push down hard on the closed laptop.
- **Gentle touch:** Tap the keys and trackpad softly; do not bang or pick at the plastic keys.

Headset and Mouse:

- Students should have their own personal headset for sanitary reasons.
- Speakers should be muted at all times unless permission is obtained from a teacher.
- Although an external mouse is not needed, your child may bring one to use at school. It must be clearly labeled as we will not be responsible for a lost or stolen mouse.

Connecting to Wi-Fi:

- At the bottom right, select the time. Select the secure Wi-Fi network .
- Type the network password.
- Select **Connect**.

Content Filter:

The district utilizes the Securly Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). Devices will have all Internet activity protected and monitored by the district both at school and at home. Through use of content filtering software installed by the District, the Chromebook records a history of all sites, searches, and images visited by a user.

The Chromebooks are designed for a level of use expected from one user completing their schoolwork on the device. Devices that get used by other members of the household for prolonged periods of time, in addition to use from the Romeo student, tend to require more frequent repairs or completely malfunction prematurely. Therefore, we ask device use be limited to the Romeo student it has been assigned while completing their assignments. Suggested approaches to limiting screen time to appropriate usage include: Moving the device into a common area of your home (kitchen, family room, etc.), NOT their bedroom. Setting a time limit for homework completion and collecting the device at that time to ensure overnight charging occurs.

Un-enrollment/Leaving the District:

Please return the Chromebook, Case & Charger to your school's Building Technology Assistant, before your child leaves the district. Payment of outstanding Tech fines is always appreciated.

Parent / Guardian / Student Responsibility/ Fines:

Parents/Guardians are financially responsible for any accidental or purposeful damage to or the loss of the Device, as well as for any costs incurred due to student's use or misuse of the Device.

- **Report damage, loss, or theft immediately** to school staff. Devices that are broken or fail to work properly must be taken to the school Technology Assistant so they can be properly repaired.
- District-owned devices should never be taken to an outside computer service for repair or maintenance.
- Parents should regularly and randomly check their student's device for any wear and tear or misuse.

Device repair fines: *Please note that devices will stay at school until all fines are paid*****

- 1st incident = \$25
- 2nd incident = \$50
- 3rd incident = Actual cost of repair or replacement

Accessories: Parents/Guardians are financially responsible for the replacement of accessories in the event of theft, loss or damage. Once the fine is paid, a replacement will be sent home with the child.

- Chromebook Charger = \$40
- Chromebook Case = \$35

We encourage you to discuss these guidelines with your child and emphasize the importance of responsible Chromebook usage.



Romeo Community Schools

