

ChromeBook Rules

For Adelaide Zweig

Purpose: To help ensure that the Chromebooks will be taken care of and available for students to use for classroom assignments. Students will be assigned a Chromebook that will stay with them for 3 to 4 years. Students are responsible for the safety of their Chromebook at all times.

- Failure to follow any of these rules may result in the temporary loss of your Chromebook and alternative methods for completing assignments given.

School Rules:

You are responsible for keeping your Chromebook in working order. Following these rules will help you do so.

St. Initials	
	1. Only use the Chromebook that was assigned to you and never one of your classmates or siblings.
	2. Liquids should never be near your Chromebook.
	3. Dropping Chromebooks almost always damages it in some way.
	4. Only your fingers should be placed between the lid and the keyboard.
	5. Be gentle with it.
	6. Never pile anything on top of the Chromebook.
	7. The Chromebook should only be used on tables or desks .
	8. Clean your Chromebook only with approved cleaning materials.
	9. You may put a removable skin on your Chromebook. No stickers or writing .
	10. Color printing is for final drafts only. No reprints.
	11. Agree to return the Chromebook to the district when requested.
	12. When not in use, Middle School Chromebooks should be hung on the hooks provided.
	13. Only Middle School Chromebooks should go in the case.

Students: I have read and understand this Agreement and the Woodside Chromebook Rules

Student Name: Adelaide Zweig

Grade: 2nd

Student Signature: _____ Date: _____

Parent Name (Please print): _____

Parent Signature: _____ Date: _____

ChromeBook Rules

Definitions and Examples Keep for Your Records

Purpose: To help ensure students know how to care for Chromebooks so they are available for students to use for classroom assignments. Students will be assigned a Chromebook that will stay with them from year to year. Students are responsible for the safety of their Chromebook at all times.

- Failure to follow any of these rules may result in the temporary loss of your Chromebook and alternative methods for completing assignments given.

School Rules:

You are responsible for keeping your Chromebook in working order. Following these rules will help you do so.

1. Only use the Chromebook that was assigned to you and never one of your classmates.

The district will provide you with a temporary Chromebook if your Chromebook stops working.

Do not use or move another person's chromebook

- because your battery is dead
- when your Chromebook is not working
- to help another student finish their work
- when their Chromebook is in the way

2. Liquids should never be near your Chromebook.

If someone has a bottle at your table, ask your neighbor to remove the bottle, notify your teacher, move, or put your Chromebook away. Liquid damage, will not be considered accidental.

Chromebooks should never be exposed to the rain. If it is raining do not take your device out of the classroom unless it is in its case.

3. Dropping of Chromebooks.

It is your responsibility to make sure your device is held securely and/or located in a place where it won't fall or be knocked to the ground.

When carrying it,

- only carry **it** and make a second trip for anything else you need, i.e. books, papers, other materials, etc.
- hold it securely with two hands.
- walk at all times.
- use caution when rounding corners.

4. Only your fingers should be placed between the lid and the keyboard.

Closing the lid with **anything** in between the screen and keyboard most likely will destroy the screen at a cost of approximately \$350.

5. Be gentle with it.

Slamming it closed or dropping it on a desk will lead to damage, which may not show up until sometime later.

6. Never pile anything on top of the Chromebook.

Make two trips if necessary

7. The Chromebook should only be used on tables or desks.

They should never be placed on the floor, ground, or grass even when being used.

8. Clean your Chromebook only with approved cleaning materials.

Talk to your teacher about scheduling a cleaning day.

9. You may put a **removable skin on your Chromebook.**

You can purchase these online and bring them to school. If you need help, we will schedule days when you can put your skin on your Chromebook. However, **no stickers** or **any other marks** are to be put on your Chromebook without written permission from the technology department.

10. Print only one copy.

If the printer is not working, printing a second copy will not produce a print out.

Color copies are only to be made when printing a final draft, no reprints.

Unfortunately, you may not reprint if you find a mistake after you print your paper. Not following this rule may result in the loss of your color copy privileges.

Ensure you're in fact printing to the correct printer before printing.

11. Agree to return the Chromebook to the district when requested.

Chromebooks must be returned when ask by any member of the Woodside Elementary School District staff.

12. When not in use, Chromebooks should be hung on hooks provided.

Hooks are provide both in the classroom and outside. Chromebooks should never be left on the ground and may be confiscated when found on the ground.

13. Nothing is to be kept in your Chromebook case.

Items such as pencils/pens, chargers, phones, etc. have caused damage to Chromebooks screens when stored in the carrying case. Chromebooks will be confiscated for at least one full day when cases are found with any items other than the Chromebook.

14. Classrooms

Your teacher may post additional rules and procedures

Adelaide

Gmail: ws26adelaidezw@woodsideschool.us

Pass: 45weSD#n

Unsecure Pass: 45we883W