

## Tecumseh Public Schools

### Chrome device Policy

- Parents & Students must complete and sign the Chrome device Policy Sign-off and Student Pledge document before the Chrome device can be issued to their child.
- TPS offers Chrome device insurance for an annual payment of \$30 per device.
  - Deductible Claim #1: \$30
  - Deductible Claim #2: \$60
  - Deductible Claim #3: \$90
  - Additional claims: \$90 or actual replacement part(s) cost
- Under this insurance policy, Chrome devices are protected against accidental damage or loss due to an act of nature. Lost or stolen devices are not covered.
- The insurance payment is non-refundable.
- TPS will require that a police report be submitted in cases of theft.
- Lost or intentionally damaged device and accessories cost not covered by insurance:
  - Replacement of the Chrome device: \$200
  - Screen replacement: \$70
  - Keyboard replacement: \$30
  - Power cord replacement: \$20
- Parents/Students will be charged for the full replacement cost of a device that has been damaged due to misuse or abuse.
- Any student who transfers out of TPS will be required to return the Chrome device and accessories. If the Chrome device and accessories are not returned, the parent/guardian will be held responsible for the full replacement cost of the device.
- Chrome devices will be collected at the end of each school year for maintenance over summer vacation.
- No food or drink is allowed next to your Chrome device while it is in use. Damage from liquid spills may require full replacement.
- Cords, cables, and removable storage devices must be inserted carefully into the Chrome device.
- Chrome devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chrome device to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Do not leave a Chrome device in a vehicle.
- The Chrome device is intended for use at school each and every day.
- Students may take their Chrome device home each night throughout the school year for charging and educational purposes. Chargers should be left at home.
- Chrome device activity will be monitored by the TPS technology department. Any inappropriate activity will be reported to building administration, and parents/guardians may be notified. Technology privileges may be revoked in the case of frequent or extreme violations.
- Chrome devices are for educational use and are not to be used for entertainment purposes.
- Chrome devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of TPS. Spot checks for compliance will be done by administration or TPS Technicians at any time. A cleaning fee or replacement cost may be charged for violations.

- Identification stickers and labels shall not be removed.
- Students are responsible for securely storing the Chrome device during extra-curricular events.
- Under no circumstance should a Chrome device be stored in unsupervised areas. Unsupervised Chrome devices will be confiscated by staff and disciplinary action may be taken.
- Repaired Chrome devices may be reset to the original factory image. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost.
- Access to the TPS technology resources is a privilege and not a right.
- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at TPS. Access to media and communication beyond these specific uses will not be supported or allowed.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the Director of Technology and/or school administration to use judgement as to what is acceptable.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter hardware or data, the configuration of a computer, or the files of another user, without the consent of the Director of Technology will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people to anyone online.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- Students may be selected at random to provide their Chrome device for inspection.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.
- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by TPS. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Private chatting during class without permission is not allowed.
- Email is subject to inspection at any time by school administration.