

LMS Chromebook Check-in and Check-out

Policy for Receiving Chromebook Mobile Devices and Acceptable Use Policy

Sixth through Eighth Grade Students will be assigned a Chromebook for their use at school and school-related educational activities. The devices will be checked out and returned daily. Students in the sixth through eighth grades will not be allowed to take the Chromebook home. Exceptions may be made by permission of classroom teachers and administration when necessary.

Receiving/Returning Your Chromebook

- All Louisburg Middle School students, grades 6-8, will have a Chromebook assigned to them each school year.
- Students will be required to attend a Chromebook orientation that includes an understanding of the Acceptable Use Policy and care of the device.
- The student and their parent/guardian will be required to sign the Technology Agreement prior to receiving their Chromebook.
- All Chromebooks will be returned in satisfactory condition, as determined by the building administrators and the district technology department at the end of the school year.

Care and Maintenance of Chromebooks

- The student is ultimately responsible for the care and maintenance of the Chromebook they receive. The device should always be maintained and in good working condition.
- Chromebooks that are broken or fail to work properly must be turned in to the technology department as soon as possible.
- **No** stickers, marks, etchings, etc. may be placed on the Chromebook.
- Students need to take special care of the Chromebook while using, transporting and storing the device.
- Keep food and drinks away from the device at all times.
- Do not transport the Chromebook with the screen open.

School Expectations

- Chromebooks will be used for educational purposes each day.
- In addition to classroom expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the device.
- Students in grades 6-8 will be responsible for returning their Chromebook to the assigned cart and plugging in their device at the end of each school day.
- Each student will be responsible for completing their assigned work if he/she fails to bring the device to class.
- If a Chromebook is being repaired, a loaner device may be available for student use.
- Any apps, programs, music, graphics, etc. that are not deemed school appropriate will be removed from the device.
- All Internet access provided by USD 416 will be filtered for objectionable content.
- The device will be able to connect to the Internet off campus where available. The parent/guardian will be responsible for monitoring student use while off campus.
- The Chromebooks are the property of the Louisburg School District.
- Therefore, the school has the right to determine appropriate use. The Louisburg School District reserves the right to search computers at any time.

Students will respect the equipment and any damage caused due to misuse will result in disciplinary action, which could include restitution for damages or replacement costs.