

2026-2027

Northern Adirondack Central School District

Middle-High School

Parent/Student Chromebook Handbook



The policies, procedures and information within this document apply to all Chromebooks used in the Northern Adirondack Central School District by students, staff or guests, and includes any other device considered by the administration to fall under this policy.

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Receiving Your Chromebook

The Chromebook belongs to the Northern Adirondack Central School District and the legal title to it shall remain with the district. The student's right of possession and use is limited to and conditioned upon full and complete compliance with the Northern Adirondack Central School Chromebook Handbook and the following Board of Education policies:

[Policy 4526 - Computer Use in Instruction - Click here to view policy](#)

[Policy 4526.1 - Internet Safety - Click here to view policy](#)

[Policy 5695 - Students and Personal Electronic Devices Policy - Click here to view policy](#)

[Policy 5300 - Code of Conduct - Click here to view policy](#)

**All policies can be found on www.nacs1.org -> Board of Education -> BOE Policy Manual*

The acceptance of the Chromebook, charger and case will constitute agreeing to all of the terms and conditions that are recognized in the NACS Chromebook Handbook, Code of Conduct and Board of Education policies.

Returning Your Chromebook

All students will return their Chromebooks and accessories at the end of each school year. Returning students will be re-issued the same device the following year at NAC. Any student who no longer attends the Northern Adirondack Central School District is required to return the Chromebook, case and charger. Students who have been given a suspension greater than 10 days are required to bring their device and accessories to the district hearing.

If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian will be reported to the authorities for stolen property of the Northern Adirondack Central School District.

Caring for Your Chromebook

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are damaged or malfunctioning must be taken to the NAC Middle-High School Library immediately. If a loaner device is needed, one may be issued to the student until their Chromebook can be repaired or replaced (subject to availability).

General Precautions

- Students must carry the Chromebook in the protective case provided by the Northern Adirondack Central School District.
- Do not use food or drink near or on the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be forced into a locker or book bag as this may damage the screen.
- Chromebooks should not be exposed to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Chromebooks must be allowed to reach room temperature prior to being turned on.

Screen Care The Chromebook screen can be damaged if subjected to improper treatment. The screens are particularly sensitive to excessive pressure and temperatures.

- Do not lean on top of the Chromebook.
- Do not carry the Chromebook by the screen.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner, water or any other liquid on the Chromebook.

Protecting & Storing Your Chromebook

Chromebook Identification Students must keep the Chromebook ID provided at distribution inside the sleeve of the provided case.

Chromebook Personalization Students may not alter the Chromebook/Chromebook case in any way not limited to but including writing on the Chromebook, adding stickers, graffiti, etc.

Storing Your Chromebook Outside of normal school hours the Chromebook should be taken home or locked in their school provided locker with the lock securely fastened. Outside of school, Chromebooks must remain in their case in a safe location away from pets and potential harm. Under no circumstances should a student leave their Chromebook unattended in public places.

Storing Your Chromebook at Extracurricular Events Students are responsible for securely storing their Chromebook during extracurricular events. A locked locker is suggested for storage.

Software on Chromebooks

Originally-Installed Software All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

From time to time, the school may add software or apps for use in a particular course. This process will be automatic. Applications that are no longer needed will automatically be removed by the school as well.

Chrome extensions: Students can only add additional applications at the direction of a teacher/administrator that are approved by NAC and are Ed Law2d compliant.

Inspection: Students may be required to provide their Chromebook, cases and accessories for inspection. Discovery of inappropriate use or content will be subject to disciplinary action in accordance with BOE Policies and Code of Conduct.

Using Your Chromebook

At Home The Chromebook is to be used for school work only, and must be returned to school the following day. **Chromebooks must be fully charged.** When fully charged, the battery should last throughout the school day.

At School The Chromebook is intended for use at school every day. Students are responsible for bringing their Chromebook to all classes. Students should use their Chromebook and nacs1.org Google account for school-related communications and work.

Sound Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes. Plug-in headphones or earbuds are permitted in non-classrooms settings. In the classroom setting, headphone or earbud use is at the teacher's discretion. Wireless earbuds or headphones are not permitted.

Adding Files and Data Students may add appropriate music, photos, videos as well as other documents and media to their Google Drive. Personalized media must follow the Northern Adirondack Central School District Acceptable Use Policy and are subject to inspection. Inappropriate media includes, but is not limited to depictions of or references to:

- Vulgarity or profanity
- Drug usage and paraphernalia
- Sexual acts
- Violent acts
- Bigotry
- Weapons

No Unauthorized Recording or Photography: School-issued devices may not be used for recording or photographing any individuals or events without prior approval and explicit consent from all parties involved. Unauthorized recordings or photos are strictly prohibited and may lead to disciplinary action.

Managing Your Files and Saving Your Work Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and to keep proper backups

Repairing or Replacing Your Chromebook

There is NO INITIAL COST TO FAMILIES FOR THE CHROMEBOOK. Students, however, are responsible for the care of their Chromebooks and all related accessories.

- If a Chromebook becomes defective (through no fault of the student) after the manufacturer warranty expires, Northern Adirondack Central School District will replace the device at no charge.
- In the event of accidental damage, the district may decide to repair or replace the device at no cost to families.
- In the event of repeated damage due to student negligence and/or mishandling, parents/students will be charged for repair or replacement.

Consequences for Malicious Damage, Intentional Misuse, or Loss:

- ***Parents/students will be charged the full replacement or repair cost of a device that has been maliciously damaged, intentionally misused, or lost.***
- ***The district may choose to not reissue a replacement device, case, or charger.***
- ***Outstanding balances may prevent a senior from participating in the graduation ceremony.***

The most common parts are:

- LCD Screen
- Charger/Adaptor
- Keyboard
- Full Chromebook Replacement

In cases of repair or replacement, payment flexibility will be considered based on the nature of the damage, urgency, and specific parts required. Costs for parts and replacements range from \$20 to \$300, with options available to adjust payment terms according to each situation. Situations requiring immediate replacement may involve a higher priority in payment structure, while non-urgent repairs may have more flexible arrangements. Each case will be evaluated individually.

- The Northern Adirondack Central School District will require that a police report be submitted by the family in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution.

Waiting for Repairs and Support

- Loaner Chromebooks may be issued to students when they leave their device for repair at the library (subject to availability).
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook unless full replacement cost has been rendered prior.
- Repaired Chromebooks will have the original factory image as first received. It is important that students keep their school data synced to the cloud drives so documents and class projects will not be lost.

Northern Adirondack Central Middle-High School library will be the first point of contact for repair of the Chromebooks for the following:

- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

If technical difficulties occur, the device may be restored to factory settings. All student-created files stored on Google Drive will be intact after the operating system is restored.

Chromebook Responsibilities

I assume full responsibility for my Chromebook:

- I accept responsibility for care, maintenance and security of my Chromebook.
- I agree to pay for repair/replacement of my Chromebook in the event of loss or damage. All fees are considered due immediately upon repair or replacement of the device.
- I will shut down my Chromebook when not in use and bring it to school fully charged daily.
- I will not loan out my Chromebook.
- I will not attempt any repairs on my Chromebook.
- I will always use the Chromebook protective case.
- I will not carry my Chromebook by its screen.
- I will not decorate my Chromebook or the carrying case.
- I will report my Chromebook lost or stolen to the NAC Middle-High School Library by the next school day.
- I agree to return my Chromebook, carrying case, power cord and ID in good working condition at the end of each school year/when I withdraw from NAC.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Northern Adirondack Central School District.
- I have read and will follow the policies outlined in the Chromebook Handbook, Code of Conduct and the Board of Education policies while at school as well as outside of school.

Date

Student Name (PRINT)

Parent Name (PRINT)

Student signature

Parent signature