Limestone Community High School
1:1 Chromebook Policy
2026/2027 School Year

Overview
The focus of the 1:1 Learning Initiative in the Limestone Community High School District is to provide tools and resources for the 21st century learner. The 1:1 Chromebook program will cultivate, foster, and support learning that reflects contemporary exchanges and interactions. With access to a Chromebook and the ability to connect via a wireless environment, students and teachers will actively participate in the consumption and production of media, build and contribute toward social networks, and be active participants in developing ideas that can be utilized to solve complex problems.

Stakeholders will have access to their Chromebooks 24/7, and are permitted to use the device outside of the school building. In creating 1:1 learning environments, the integration of technology is spontaneous or "in the moment" and mirrors authentic and contemporary applications of technology.

The exchange of information has been redefined by an expanding global digital infrastructure, as well as through the evolution of mobile technologies. In the 21st Century, information is produced and consumed at a rapid rate, which is facilitated via a range of media outlets and through complex social networks that are streamed to devices that fit in the "pockets" of individuals. In contrast to prior centuries where a select few managed the flow of media, the 21st Century has witnessed an explosion in sources of information. Information is presented in real-time and feedback is offered through transparent portals.

The Chromebook serves as a tool to advance the manifestation of 21st Century Skills. Already reaching two decades into the 21st Century, we have to come to see the set of skills prized by the global community; skills that include cooperation, inventive thinking, and networked problem-solving. The 1:1 Chromebook initiative is designed to nurture 21st Century skills and dispositions. Additionally, the use of Chromebook supports flexible instruction. Supported by a marketplace of third party applications, teachers are better positioned to differentiate based on the unique inventory of each learner. Students can tap into applications and websites to increase available avenues for expression and rely on a multimodal approach to present critical understandings.

The policies, procedures, and information within this document apply to all Chromebooks and other technology devices used in the Limestone Community High School District.

1. Receiving and Returning Your Chromebook

A. Receiving your Chromebook
   All students in grades 9-12 will be issued Google Chromebooks at the start of enrollment for educational use in school and at home with proper paperwork on file. Limestone Community High School District retains sole right of possession of the Chromebook. Limestone Community High School District lends the Chromebook to the students for educational purposes. Additionally, Limestone Community High School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Students will keep the same Chromebook their entire stay at Limestone Community High School District.
B. Returning Your Chromebook
   Students that transfer out of or withdraw from Limestone Community High School must turn in their Chromebooks, carrying case, and chargers/power adapters to the Technology Office on their last day of attendance. Failure to turn in the Chromebook will result in the students being charged

the full replacement cost (Chromebook, carrying case, and charger/power adapter). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at Limestone Community High School District events. The District may also file a report of stolen property with the local law enforcement agency.

C. Graduation

Upon graduating, students who have paid their Chromebook technology fee for all four eligible years of High School and all other applicable fees, will have the opportunity to purchase their Chromebook from the District for an additional fee dependent upon original cost. Final purchase costs will be communicated to parents and students in the spring of their graduation year. Eligible students' Chromebooks will have District management removed and instructions will be emailed on how to transfer the contents of their District provided Google account to another account of their choosing.

2. Taking Care of Your Chromebook

A. General Precautions

Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken or fail to work properly must be taken to the Technology Services Office as soon as possible to be evaluated. ***District owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance***.

- No open food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks should be powered down when not in use to conserve battery life.
- Chromebooks must remain free of any permanent writing, drawing, paint, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

B. Protective Cases

Each student will be issued a protective case for his/her Chromebook that should ***remain on the Chromebook when not in use***. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

C. Carrying Chromebooks

Always transport Chromebooks with care and in the school issued protective cases. Failure to do so may result in disciplinary action.

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Never carry Chromebooks with the screen open.

D. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- Do not poke the screen.
- The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.

- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or papers).
- Clean the screen with a soft, dry antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.

3. Using Your Chromebook

Students are expected to bring ***a fully charged Chromebook to school every day*** and bring their Chromebooks to all classes unless specifically advised not to do so by the teachers. The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. While at school, students are provided WiFi, however, when students are not at school, the district is not responsible for any data/usage charges incurred by the device.

A. Chromebooks left at home

If a student leaves his or her Chromebook at home:

- The student will be allowed to phone their parent/guardian to bring it to school.
- If the Chromebook is not deliverable the student may use one of their emergency passes (1 per semester) to check out a loaner provided there are loaners available.
- The student who obtained the loaned device must return the device back to the Technology Services Office within 5 minutes of the end of the day.
- The student is still responsible for getting the course work completed as if their Chromebook was present.

B. Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair at the Technology Services Office.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device, just like it was their original school issued device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- Students will be contacted when their devices are repaired and available to be picked up from the Technology Services Office. The loaner Chromebook must be returned when the repaired Chromebook is picked up.

C. Charging Your Chromebook

Chromebooks must be brought to school each day fully charged. Students need to get in the habit of charging their Chromebooks each evening. A fully charged Chromebook battery should last throughout the entire school day. Chargers should remain at home.

- If a student did not charge their Chromebook, they can locate the charging cart within the cafeteria. This can be used before school and during lunch. (We are looking into a solution for the library as well.)
- Students should be advised though, this cart is not monitored by a member of staff, and the Chromebook should be monitored by the student.
- The Tech Office does not loan out chargers, but students can always purchase a charger from the Business Office for $25.

D. Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug references or pictures will result in disciplinary actions.
- The Limestone Community High School Administrative staff reserve the right to change a background or theme on a Chromebook at any time for any reason.
- Protect your password. Do not share your password.

E. Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher.
- Headphones may be used at the discretion of the teacher.
- All games must meet the requirements of the Acceptable Use Policy

F. Printing
- Students are encouraged to digitally publish and share their work with their teachers and peers.
- Students will be able to print directly from their Chromebooks at school. All printing at school will have to be done from the Library Media Center.

G. Home Internet Access
- Students will be able to access the internet at home and anywhere else outside of the district.
- Students may be prompted to supply a password to access the internet.

H. Managing and Saving Your Digital Work
- Students may save work to their Google Drive (cloud based storage medium) via their Chromebook. Google Drive can be accessed by a variety of different platforms with an internet connection (e.g. desktops, laptops, Chromebooks and tablets).
- The Chromebook's hard drive has limited storage capability. Students are encouraged to save files to their Google Drive as much as possible.
- Files left on the hard drives of the Chromebooks will not be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- The schools will not be responsible for the loss of any student work.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

4. Software (Apps/Extensions) on Chromebooks

A. Originally Installed Software
- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications deemed useful for academic purposes.
- The Chrome OS will automatically install updates when the device is powered down and restarted.
- The extensions/apps originally installed by Limestone Community High School District must remain on the Chromebook in usable condition and be easily accessible at all times.
- Occasionally, the Limestone Community High School District will add necessary software and apps to the student's computer.
- Applications that are no longer needed will automatically be removed by the school.

B. Additional Software and Restricted Apps
- Students are unable to install additional software on the Chromebook other than what has been approved by the Limestone Community High School District.
- Students are allowed to load extra extensions/apps on their Chromebook that are pre-approved. Students are responsible for the web apps and extensions they install on their Chromebooks. Apps and other media must be appropriate per the school's acceptable use policy and code of conduct. Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the Chromebook using the official school approved email address.
- Approved apps and extensions may collect student date. Apps cannot be used if they do not abide by the IL Student Online Privacy Protection App (SOPPA)

C. Virus Protection
- Virus protection is unnecessary on the Chromebook.

5. Inspections
- Students may be selected at random to provide their Chromebook for inspections.

- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability and various violations of student acceptable responsibilities when using the Chromebook.
- Inappropriate use or content will be subject to disciplinary action.

6. Procedures for Restoring Your Chromebook:

- If technical difficulties occur, the Chromebook may be restored to its original factory settings by the Technology Services Office. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image the device.
- All data stored on the hard drive of the Chromebook will be removed if the device has to be restored to its original settings. This does not have an effect on data stored in the cloud.

7. Software Upgrades

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.

8. Acceptable Use

A. General Guidelines
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Limestone Community High School District.
- Access to the Limestone Community High School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges, as well as other disciplinary action as defined by the Limestone Community High School Acceptable Use Policy, Plan of Discipline, or other policies.
- It is up to the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- 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 data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- All users of the district's technology resources and/or school network must sign the district's Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies outlined in the 1:1 Learning Initiative Handbook.

B. Privacy and Safety
- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks at all times.
- Do not go into chat rooms or send chain letters. If applicable, teachers may create discussion groups for communication among students for education purposes.

- Do not open, use or change 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.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify a teacher.

C. Legal Property
- All students and staff must comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Limestone Community High School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Limestone Community High School District Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

D. Email
- 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 the Limestone Community High School District. The network is heavily monitored by the district's technology department and is subject to filtering of inappropriate content.
- Always use appropriate and proper language in your communication.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by the school administration.

E. Consequences
- Students will be responsible for accounts and/or computer hardware issued to them.
- Non-compliance with the policies of the 1:1 Learning Initiative Handbook or the Limestone Community High School Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the year.

9. Protecting and Storing Your Chromebook

A. Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the Limestone Community High School District. Chromebooks can be identified in the following ways:
- Record of serial number
- Limestone Community High School District etching on the Chromebook
- Student Identification number
- ID card in the pocket of the Chromebook case
- Students should not remove labels and/or serial number labels that are placed on the device or protective case.

B. Storing Your Chromebook
- When students are not using their Chromebook, they should store them in their locked locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Nothing should be placed on top of the Chromebook when stored.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

C. Chromebooks Left in Unsupervised Areas
- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised

areas include the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Technology Services Office or the main office and may result in disciplinary action.

10. Repairing/Replacing Your Chromebook

A. Manufacturer Warranty
- Chromebooks include a one year hardware warranty from the manufacturer.
- The manufacturer warrants the Chromebook to be free from defects in materials and workmanship.
- The manufacturer warranty covers normal use, mechanical breakdown, and faulty construction. The manufacturer will provide repair to the Chromebook inside the scope of this warranty.
- The manufacturer warranty does not warrant against damage caused by misuse, abuse, or accidents.

11. Chromebook Technology Fee

For grades 9-12, the Limestone Community High School District requires that a Chromebook technology fee be paid or a signed waiver of technology fee prior to deployment of the Chromebook to your child. ***The yearly fee must be paid during student registration***.
- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact the Technology Services Office immediately.
- Any technical issue with the device must be brought to the attention of technology support staff immediately. This includes but is not limited to; Chrome OS (operating system), battery issues, loss of internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however, any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of the Limestone Community High School District and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the 1:1 Learning Initiative and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case by case basis.

Issue	**Action(s) Necessary**	**Cost/Claims with Fee**
Accidental Damage (1st Instance)	A report must be made immediately to the administration. The device and case must be returned to the school so that a new or spare device may be issued.	Covered unless damage results in total loss
Accidental Damage (2nd Instance)	A report must be made immediately to the administration. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service.	$25.00 unless damage results in a total loss

Accidental Damage (3rd and additional instances)	A report must be made immediately to the administration. The device and case must be returned to the school. However, a spare device may not be issued. The student must wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: Limiting participation in the 1:1 Learning Initiative Program or the student may not be permitted to take the device home. This may also result in a referral and disciplinary action.	All costs of whatever kind that are associated with replacing or repairing device.
Intentional Misuse or Negligence	A report must be made immediately. The device and case must be returned to the school so that a new device may be issued. Deliberate damage will result in a disciplinary referral. Students will be subject to appropriate disciplinary action and will be responsible for reparations to damage to school property as appropriate and set forth in applicable existing or future Board policies or school building policies.	All costs of whatever kind that are associated with replacing or repairing device.
Loss	A report must be made immediately to administration	Possible replacement cost pending review and investigation
Theft	A report must be made immediately to administration and a police report must be filed with the Bartonville Police Department or Peoria County Sheriff's Department depending on the location of theft.	Possible replacement cost pending review and investigation
Replacement power cord or case due to loss	A report must be made to the administration	Replacement cost

Estimated Cost of Repairs without payment of technology fee

All repairs and/or replacements must be run through the Limestone Community High School District.

- Replacement of the Chromebook $250
- Motherboard $160
- AC Adapter and Power Cord $25
- Battery $48
- Protective Case $30
- Screen Replacement $70
- Screen hinges (L&R pair) $20
- Top Cover (A-Side) $25
- Screen Bezel (B-Side) $18
- Keyboard (C-side) $52
- Bottom casing (D-Side) $20
- Power port $8
- LCD video cable (motherboard > screen) $18
- USB Board $18
- Speakers $10
- Camera $20

12. Chromebook Technical Support

The Technology Services Office will be the first point of contact for the following:

- Distribution of loaner Chromebooks
- Collection of Chromebooks that need repair
- Password identification and reset
- User account support
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates

Contact can be made by filling out a ticket at lchs310.incidentiq.com

Limestone Community High School District Chromebook Agreement

This agreement refers to all Limestone Community High School owned devices and accessories used as part of the 1:1 Learning Initiative:

Terms- You agree to pay $25.00 yearly device technology fee

You will comply at all times with the Limestone Community High School District's 1:1 Learning Initiative Handbook and its guidelines as well as the Limestone Community High School Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.

Title- Legal title to the Chromebook belongs to the Limestone Community High School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the 1:1 Learning Initiative Handbook.

Loss or Damage- If the property is accidentally damaged or incurs loss due to an act of nature, Limestone Community High School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardians involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

Repossession- Students not complying with all terms of this Agreement and the 1:1 Learning Initiative Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.

Term of Agreement- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless terminated earlier by the School District or upon student withdrawal from Limestone Community High School District.

Appropriation and Payment of Fees and Fines- Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost.

Limestone Community High School Student Pledge

Chromebook Use

Expectations for students of the Limestone Community High School:

- Take good care of the Chromebook issued.
- Never leave Chromebook unattended.
- Never loan out Chromebook to other individuals.
- Know where Chromebook is at all times.
- Fully charge the Chromebook each night before I come to school.
- Keep food and beverages away from Chromebook.
- Not disassemble any part of Chromebook or attempt any repairs.
- Keep Chromebook in the district-provided case when not in use.
- Use Chromebook in ways that are appropriate, meet Limestone Community High School District expectations and are educational.
- Keep Chromebook and case free of any decorations (stickers, markers, writing, etc.).
- Not deface the serial number sticker located on the bottom side of the Chromebook.
- Understand that the Chromebook is subject to inspection at any time without notice and remains the property of the Limestone Community High School District.
- Follow the policies outlined in the 1:1 Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- File a police report in case of theft or damage caused by fire.
- Be responsible for all damage or loss caused by neglect or abuse.

- Maintain the district Chromebook, case and power cord in good working condition during extended break periods (including summer) and return with them when school resumes
- Pay the full replacement cost of my Chromebook, power cord with charger and case in the event that at any of these items are lost or intentionally damaged.I have thoroughly read and agree to abide by the following:

All Chromebook Policies and fee costs outlined in the Limestone Community High School District 1:1 Learning Initiative Handbook. Agreement is required in order for a student to be assigned a Chromebook.

All Technology Usage Policies are outlined in Technology Usage Policy and the Student Technology Form. Agreement to this is required for a student to have access to school district technology and to be issued a Chromebook.

Technology Usage Agreement

I have read the Limestone Community High School District Technology Usage policy and procedure and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against my student including, but not limited to, suspension or revocation of access to district technology and suspension or expulsion from school.

I understand that my use of the district's technology resources is not private and that the school district may monitor my student’s electronic communications and all other use of district technology resources, wherever they are accessed.

I consent to district interception of or access to all of my student’s electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand that this form will be effective for the duration of my student’s attendance in the district unless revoked or changed by the district or me.