Barbour County Schools Chromebook Guidelines for Students and Parents

These guidelines are intended to help students and parents understand their responsibilities when using a Barbour County Schools Chromebook.

1. Receiving a Chromebook

- Parents and students must read and sign the Chromebook Guidelines before a device will be issued.
- Students must have a signed Student Technology Acceptable Use Agreement on file.
- The Educational Purpose and Acceptable Use of Electronic Resources Technologies and the Internet policy is available at https://www.bcswv.com/page/parents.

2. Returning the Chromebook

- Students who transfer or withdraw must return the Chromebook, charger, and case on their last day of attendance to the school principal or designee.
- Failure to return the device may result in replacement charges, collection efforts, or a report of stolen property. Student records may be held until all Chromebook obligations are met.

3. Taking Care of Your Chromebook

- Keep food and drinks away from the Chromebook.
- Always carry and store the Chromebook in its provided case.
- Never loan your Chromebook to another person.
- Do not place heavy objects on the Chromebook or carry it with the screen open.
- Use care when opening and closing the device.
- Only clean the screen with a soft, dry microfiber or anti-static cloth.
- Do not leave your Chromebook unattended unless it is securely stored.

4. Using Your Chromebook

- Only appropriate media may be used or stored on the Chromebook.
- Keep sound muted unless a teacher provides permission.
- Use headphones or earbuds only when permitted.
- Print only school-related materials.
- Protect your account password and never share it unless directed by an administrator.
- Save work frequently using approved cloud-based applications.
- Barbour County Schools will not be responsible for the loss of student work.

5. Student Responsibilities

- Bring your Chromebook to school fully charged each day.
- Failure to bring or charge your Chromebook will be treated similarly to forgetting a textbook or homework assignment.
- Students are expected to follow all classroom and school technology expectations.
- Students may use their Chromebook outside of school and are subject to all applicable policies wherever the device is used.

6. Operating System and Security

- Students will log into their Chromebook using their school issued Google Apps for Education account.
- Students should never share their account passwords with others.
- Chromebooks must use the county-managed ChromeOS operating system.
- ChromeOS updates automatically.
- Chromebooks include built-in protections against viruses and malware.

7. Internet Content Filter

- All county-managed Internet access is filtered and monitored in compliance with federal law.
- Students should ask their teacher if an educational website needs to be unblocked.

8. Software

- Students may use county-approved Google Workspace for Education applications and approved Chrome extensions.
- Barbour County Schools may install educational applications as needed for instruction.

9. Chromebook Identification

- Each Chromebook is assigned to a specific student and tracked by the county.
- Students will generally retain the same Chromebook for up to four years.

10. Repairs and Replacement Costs

- Report damaged Chromebooks immediately to the school office or designated staff member.
- Replacement costs are currently: Chromebook - $410.00, Charger - $50.00, and Case - $25.00.
- Replacement devices will not be issued until required payments have been received when applicable.

11. No Expectation of Privacy

- Students should not expect privacy when using a county-issued Chromebook. Usage may be monitored or reviewed by authorized school personnel in accordance with applicable laws and policies.

12. Security Features

- Any attempt to bypass or disable Chromebook security features is prohibited and may result in disciplinary action and loss of technology privileges.

Chromebook Agreement Form

The following signatures are required before a Chromebook will be issued to a student.

☐ I have read and agree to follow the Barbour County Schools Chromebook Guidelines.

Parent Name (Print): _____

Parent Signature: _____ Date: _____

☐ I have read and agree to follow the Barbour County Schools Chromebook Guidelines.

Student Name (Print): _____

Student Signature: _____ Date: _____

Current School: _____