

Cole R-1 School District Chromebook Handbook 2026-2027



Adopted by the Russellville Board of Education

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The Mission & Philosophy of Cole R-1 School District

The mission of the Cole Co. R-I School District is to educate all students and develop the foundation of tomorrow's community by expecting excellence today.

It is the philosophy of the Cole County R-I School District to provide an educational environment that will ensure a positive atmosphere for the intellectual, social, physical, and moral development of the students in the district. The basis of this philosophy is a belief in the dignity and worth of every student, a belief that each student can learn and should be provided the opportunity to achieve his or her maximum development. A continuous effort is made to develop the understanding that adherence to moral principles is essential to the stability, unity, and lifeblood of any society. Through the development of a respect for all individuals, the total school experience becomes a workshop in the democratic way of life.

Vision Statement: Cole R-1 is a partnership of administrators, staff, students, parents, and community with a vision of a student-centered educational community where

- all students are encouraged, supported, and challenged to achieve at high levels.
- students are encouraged to build healthy, empathetic relationships with others in order to become successful members of society.
- growth, problem-solving, and collaboration extends to the community and its vision for the future.
- all stakeholders have high expectations and are held accountable.
- all stakeholders communicate effectively.
- a community exists among staff members based on respect, trust, and mutual support.
- everyone is safe, welcomed, and cared for every day.

Distribution & Return

Distribution

Grades 7-12

All students in grades 7-12 will be issued a chromebook at the beginning of each school year for educational use in school and at home during the academic school year. As long as the students follow the expectations, policies and procedures outlined in this handbook they are allowed to take their assigned chromebooks home to complete their studies. Before chromebooks are issued, parents/guardians and students must review and sign the Chromebook and Technology Use Agreement.

Grades 2-6

All students in grades 2-6 will have access to a chromebook that will stay in their teachers' classroom. These students are expected to abide by the same expectations for chromebook usage and care but a Chromebook & Technology User Agreement form is not needed.

Return

The chromebook, case and chargers will be collected at the end of the school year and re-distributed the following year. Students who withdraw from the district must return their chromebooks and accessories on the last day of attendance.

Upon graduating, students will receive instructions on how to transfer the contents of their District provided Google account to another account of their choosing. All accounts will be inactive and inaccessible after July 1st of their graduating year.

Failure to turn in the chromebook will result in the student being charged the full replacement cost of all items. Unpaid fines and fees of students may result in restricting participation privileges at the Cole R-1 School District events. The district may also file a report of stolen property with the local law enforcement agency.

Damage/Loss & Replacement Cost

The school district recognizes that when chromebooks are assigned to students for both home and school use, there is a need to protect the investment by both the district and the parents/students, however we also know that accidents happen.

- If at any point during the school year there is damage, loss or theft of a chromebook, the student must contact the HS office or IT director immediately.
- Any technical issues with the device must be brought to the attention of the HS office or IT director immediately. This includes but not limited to: battery issues, loss of internet connectivity, failure of apps to launch, etc.
- Software repairs that are not due to misuse or damage will be covered without cost.
- One physical repair will be covered by the school district, however, repeated accidents **OR** any intentional damage that occurs will be the responsibility of the student/parents to pay the cost of repairs. Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of the Cole R-1 School District and its administrators.

Issue	Action Necessary	Cost
Accidental Damage (1st incident)	A report will be made and documentation will be taken. The device must be returned to the school so that a spare device may be issued	School Covered
Accidental Damage (2nd incident)	A report will be made, documentation will be taken and a spare will be given.	Student/Parent will cover the cost
Accident Damage (3rd & additional instances) OR Intentional damage OR Loss device	A report must be made immediately to the administration. A spare device may not be given. If a device is needed it can be checked out with the office on an hourly basis.	Student/Parent will cover all costs.

Part Replacement Estimated Cost Sheet

These are estimated costs of repairs.

Part	Cost
Key replacement	\$15/key up to \$65
Keyboard	\$65
Screen Replacement	\$40
Trackpad Replacement	\$20
Outside Casing	\$60
Bezel Hinge	\$75
Motherboard	\$125
Lost or Destroyed Device	\$300

Chromebook Precautions & Management

General Precautions

- The chromebook is intended only for the creation of and access to school-related and school-appropriate content.
- Do not access, store, create, consume, or share unauthorized or inappropriate content with your district-issued chromebook.
- Students are responsible for keeping their chromebooks charged and ready for each school day.
- Food or drink near the chromebook is not recommended. Do not expose the device to liquids or other foreign substances. Damages due to liquids will result in the cost of a replacement chromebook if repairs cannot be made.
- **Students should never carry the chromebook with the screen open.**
- Make sure nothing is ever connected to, or inserted into any of the ports or connectors of the chromebook that is not intended for that particular connection.
- Chromebooks should not be exposed to extreme temperatures or direct sunlight. They should never be left in a car overnight.
- Make sure the chromebook surface is not altered or defaced. Do not decorate your assigned device with stickers or drawings.
- Chromebooks should never be left in an unsupervised area, such as school grounds, cafeteria, bus, gym, locker rooms.
- Heavy objects or textbooks should never be placed or stacked on top of the chromebook.
- Do not carry, hold or lift the chromebook in the air by the screen/display.

School Management

- The district can add or remove web applications as needed with virtually no impact on students, as well as block specific web applications deemed inappropriate through a centralized management console.
- Chrome OS will automatically shut down and install updates every Friday or when the chromebook is shut down.
- The District utilizes multiple Internet Content Filtering systems that block and log user internet activity in accordance with the Children's Internet Protect Act. Some of these systems will also filter content on student chromebooks when they are off the district network and connected to the internet.
- Content Filters are not 100% foolproof and the district cannot guarantee the users will never be able to access offensive material using the district equipment. If and when content is recognized to get through the filters, appropriate steps will be taken to block in the future.
- Student chromebooks may be viewed by the school administration at any time. The purpose of the inspection will be to check for inappropriate material on a district device as well as proper care and maintenance.

Acceptable Use 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 education goals and objectives of the Cole R-1 School District.
- Students will not be allowed to bring personal devices to use in the classroom in place of the school issued chromebooks. (Senate Bill 68)
- Access to the Cole R-1 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 Cole R-1 Acceptable Use Policy.
- 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 Chromebook Handbook.

Cole R-1 Student Pledge - Chromebook Use

As a student of the Cole R-1 School district, I will:

- Take good care of my chromebook.
- Never leave my chromebook unattended.
- Never loan out my chromebook to other individuals.
- Know where my chromebook is at all times.
- Fully charge my chromebook each night before I come to school.
- Keep food and beverages away from the chromebook.
- Not disassemble any part of my chromebook or attempt any repairs.
- Keep my chromebook in the district-provided cases at all times.
- Use my chromebook in ways that are appropriate, meet Cole R1 School district expectations and are educational.
- Keep my 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 Cole R-1 School District.
- Follow the policies outlined in the Chromebook Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- File a police report in the case of theft or damage caused by fire.
- Be responsible for all damages or loss due to neglect or abuse.
- Return the district chromebook case and power cord in good working condition at the end of the school year.
- Pay the full replacement cost of my chromebook, case and charger in the event any of these items are lost or intentionally damaged.

I agree to the stipulations set forth in the above documents including the Chromebook Handbook and the Student Pledge for Chromebook Use.

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Individual school chromebooks and accessories must be returned to the Cole R-1 School district at the end of each school year. Students who are suspended, expelled or terminated enrollment at the Cole R-1 School for any reason must return their individual school chromebook on the date of termination. Students who withdraw must return their individual school chromebook on their last day of school, otherwise transcripts will not be sent until property is returned.

Chromebook and Technology Use Agreement

I have thoroughly read and agree to abide by the following:	Parent Initials	Students Initials
All Chromebook Policies outlined in the Cole R-1 School District Chromebook Handbook. Agreement is required in order for the student to be assigned a Chromebook		
Student Pledge		

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Parent Name (please print first and last name): _____

Parent Signature: _____ Date: _____