



CHROMEBOOK USAGE FORM

Chromebook & School Google Account

Digital Citizenship Guidelines & Expectations

Think before you act because your virtual actions are real and permanent!

Student	Parent	Guidelines & Expectations
Initials		
		It is my responsibility to come to class each day with my Chromebook charged and ready for class. I understand that there are consequences for absent/uncharged Chromebooks per school handbook.
		I understand that it is the classroom teacher's decision regarding when and how I may use my Chromebook in class
		I understand that the Chromebook I received is intended for my use only. I agree to not misrepresent myself by using someone else's Chromebook/username or lending my Chromebook to others.
		I will do my own work! I understand there are consequences in place for plagiarism/cheating. I will not use other people's intellectual property without their permission. I am aware that it is a violation of copyright law to copy and paste other's thoughts. It is required that I cite all sources (text, image, video, etc.)
		I understand that I am responsible for the content of my searches: both text and images. All searches should be school appropriate. I will report any inappropriate content immediately.
		I will be aware of what I post online. Website and social media venues are very public. What I contribute leaves a digital footprint for all to see. Inappropriate text, video, images, etc. I post while using school resources are subject to school and legal consequences.
		I will follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, I will do it in a respectful way. I will make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online
		I will be safe online. I will not give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. I will not share my password with anyone other than my parents or school administrators if requested.
		I understand that the school can request password/account information at any time. I am aware that school personnel can view my Chromebook activity and school Google account activity at any time.
		I understand that HCS retains sole right of the possession of the Chromebook. I understand the school may recall my Chromebook or place restrictions on it at any time for my improper use.
		Chromebook is for HCS educational purposes only.

Chromebook & School Google Account Care & Use

1. Always close the lid before moving your Chromebook device.
2. Use the school provided carrying case to transport your Chromebook.
3. Shut down the device before placing it in the school issued carrying case
4. Place your Chromebook on flat, solid surfaces only.
5. Be gentle with the screen. It is easily damaged by excessive pressure or sharp objects. Do not pick up the Chromebook by holding the screen.
6. Clean the screen with dry anti-static cloths or lens cleaners only.
7. Charge your Chromebook every night at home. Leave your device charger at home.
8. Keep your Chromebook in your possession or in your desk at all times at school.
9. Use of your Chromebook in the cafeteria/bus is not recommended. Damage outside of normal wear and tear is your responsibility. Please be careful with your Chromebook.
10. Report any damage or problems to your homeroom teacher or Dr. Gibson.
11. Do not sit on your Chromebook or place heavy objects on top of it.
12. Do not “decorate” your device in any way (stickers, markers, paint, etc.)
13. Do not disassemble, modify or repair your Chromebook, operating system, installed software or filters.
14. Do not alter or remove the HCS tags attached to the bag, or the Chromebook itself.
15. Do not leave your Chromebook unattended. You are responsible if it is lost.
16. Do not leave your Chromebook in an unlocked vehicle, or in a hot vehicle.
17. Do not use your Chromebook near water.

Return any unattended Chromebooks immediately to the main office.

Any damage or loss due to your negligence is YOUR RESPONSIBILITY. Damage and repairs not covered under the “normal wear and tear” warranty and/or “accidental damage” warranty will be reimbursable by the parent/guardian.

Print Student Name: _____ Student Signature: _____

Date: _____ Print Parent/Guardian Name: _____