



Twin Ridges Elementary School District

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CARE OF A Twin Ridges Elementary CHROMEBOOK

While the cost of the Chromebook is significantly less than those of traditional laptops and tablets, we encourage students to take extra caution to care for them properly and avoid replacement costs.

Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall. While the Chromebooks are sturdy, drops from heights can damage the outside of the Chromebook. Please, no sky diving!

Rarely does your Chromebook get tired. As such, we do not recommend leaving your Chromebook on top of blankets, beds, sofas or pillows while on and in use. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe, just like you. For optimal performance do not block air flow when device is on. And while at home, get it charged so it's ready for school.

Chromebooks never get hungry or thirsty. Please avoid sharing your drinks and food with your Chromebook by not eating or drinking near the device.

Your Chromebook will work hard for you. However, it will never perspire. And while they might get dirty, a shower or a bubble bath is never recommended for the device. Keep it dry. Tips on cleaning are below.

Chromebooks do not like when you touch their screen. In fact, they might react negatively by blurring or cracking themselves if you touch their screen too hard with any object. This includes your finger, a pen, a pencil or any other item. Avoid the "I'm not touching you game" with your Chromebook!

Your Chromebook loves to travel. However, it is not a fan of the beach, the river, or anywhere it is over 100 degrees. Like your dog, please do not leave the little fella in a locked car in the summer or expose it to direct sunlight for extended periods of time.

In addition, the Chromebook is not a fan of ski vacations. As such, when it is colder than 32 degrees you'll want to avoid extended exposure of the device to these temperatures. You will want to keep your Chromebook back at the toasty cabin while you hit the slopes at Boreal.

The Chromebook is a Prima Donna; avoid placing or dropping objects on top of the Chromebook. It is not a good idea to make the Chromebook a base for your pyramid.

CHROMEBOOK SECURITY

Chromebooks prefer to be with their intended owner. In fact, they will only work for members of the Twin Ridges Elementary School District community who have an @tresd.org user account. As such, please be mindful of your Chromebook's location at all times.

Never leave the Chromebook unattended at coffee shops or restaurants---like a Starbucks that offers free WiFi. Thieves target these locations for just that reason.

Always take time to secure your Chromebook at home or in public.

Please do not leave your Chromebook locked in any vehicle in plain sight. Avoiding temptation is a security “best practice.” Plus as we said your Chromebook does not like the heat or cold of being left in a vehicle, and it gets very lonely in there all by itself.

KEEPING YOUR CHROMEBOOK CLEAN

Never use any product containing **any alcohol, ammonia, or other strong solvent** to clean your Chromebook.

Here’s what we recommend:

1. Create a gentle cleaning solution comprised of 50% water and 50% white vinegar.
2. Disconnect the Chromebook from power and **ensure it is off.**
3. Apply the solution to a cotton cloth, lint free microfiber, chamois, or some other very soft cloth. **Never use paper towels or tissues. Never apply the solution directly to the Chromebook.**
4. Wipe the cloth against the screen of the Chromebook in a circular and consistent motion. Rapid circular movements tend to eliminate streaking. Ensure that you apply even pressure to the cloth but not so much as to cause damage to the screen.
5. Repeat these steps for cleaning the outer case and keyboard of the Chromebook.
6. Use a can of compressed air to blow any dust or foreign particles from under the keyboard.

Twin Ridges Elementary School District Mobile Device Contract

The chromebook made available to students enrolled in the Twin Ridges Elementary School District (TRESA) is for educational use. Students are responsible for the safe and appropriate operation of the chromebook. Expectations for the use and care of the chromebook and laptop bag are as follows:

1. The chromebook is for educational purposes;
2. The student can only install applications listed on the TRESA Google Suite;
3. Only the assigned student will operate the chromebook. The student will not give his/her password to any other person. The student is ultimately responsible for all material accessed and/or transmitted;
4. Students are expected to bring a charged chromebook to school each day;
6. The student must immediately report to their teacher any problems with the chromebook package. No attempt should be made to repair the chromebook;
7. The student and parents/guardians accept full responsibility for the return of the chromebook package in good condition at the end of their senior year:
 - a. If any part of the chromebook package is stolen or lost, the student or parent/guardian should immediately notify their teacher;
 - b. Willful and/or malicious damage to any part of the chromebook package will result in a cancellation of privileges, disciplinary action and/or reimbursement for repairs and/or replacement cost of the chromebook computer, the charger or the case. Damage includes, but is not limited to, physical damage and/or unauthorized alterations to the chromebook, attempts to destroy data of other users or the network, and the uploading or creation of computer viruses.
 - c. The student and parent/guardian will be held financially liable for loss or theft of the chromebook package. **The replacement cost of the chromebook package the first year is \$200, depreciating \$50/year. The replacement cost of a chromebook charger ranges from \$20-\$35, depending on device.**All financial obligations must be taken care of prior to the end of the school year. Failure to discharge any financial obligation may result in a hold being placed upon report cards, transcripts, diplomas, or the transfer of records.
8. Parent/guardian will monitor use of the chromebook package, including E-mail, and Internet privileges outside of the school hours;
9. Consequences for failure to abide by the terms of the contract (inappropriate use) will include one or more of the following:
 - Parents will be contacted.
 - Meet with Principal/Assistant Principal
 - Detention
 - Loss of use of chromebook at home

Twin Ridges Elementary School District Mobile Device Contract

- Conference with parents and grade level team
- Loss of use of chromebook at school
- Suspension
- Expulsion

ACCEPTANCE

The students and parent's signatures will indicate acceptance of the terms of this contract and their agreement to abide by all the rules in The Twin Ridges Elementary School District K-8 Student Instructional Technology Acceptable Use and Internet Policy. The signature also acknowledges receipt of the "Acceptable Use Policy" available in the registration packet.

Parent Printed Name

Parent Signature

Student Printed Name

Student Signature

Date

Student Local ID#

Asset #(assigned by school)

Serial Number on Chromebook