

Student Use of the Chromebook

1. The Chromebook is the property of The Carolina Academy and may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school-supplied or supported email service.
2. The Chromebook comes equipped with both a front and rear camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Students **must** obtain permission to publish a photograph or video of any school-related activity.
3. Students in grades 5-12 are responsible for bringing their Chromebook to school every day unless otherwise directed by a staff member. Failure to bring a Chromebook or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including a Chromebook, the student will be subject to disciplinary action per the school's handbook.
4. Students in grades 5-12 are responsible for bringing their Chromebook to school fully charged. A student's failure to bring their Chromebook charged will result in disciplinary action.
5. **“Not Ready to Learn”** - Any student that comes to school without materials or without homework assignments shall be considered **Not Ready to Learn** and will be subject to the following:
Action:
1st time - Warning - teacher will contact parents and inform of student Not Ready to Learn.
2nd time - Student required conference with guidance counselor. 1 day of Detention.
3rd time - Student required conference with guidance counselor 3 days of Detention.
4th time - Student required conference with guidance counselor 5 days of Detention.
5th time - Student required conference with guidance counselor 10 days Detention
6th time - Immediate Suspension. An Administrative Hearing will be scheduled. Any student that does not comply with this may be recommended for expulsion.
6. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drugs, alcohol, or gang-related images are not permitted, and such actions are subject to disciplinary action.
7. A student may download non-explicit music and apps.
8. Earbuds, games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator. Earbuds may be used for instructional purposes only and must not be worn outside of the classroom.

9. The school issued Chromebook is designed as a tool for learning. Misuse of the Chromebook may result in disciplinary action.
10. All students should recognize and guard their personal and private information. While on the Internet, students should not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
11. All students in grades 5-12 are expected to take their Chromebook home at night for class work and recharging. All care, handling, and appropriate use that is in effect during the school day shall extend to the use of the Chromebook at home.
12. The Carolina Academy makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.

Care and Maintenance of the Chromebook

1. Do not attempt to gain access to the internal electronics or repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to your school's main office as soon as possible. Chromebook repair/replacement options will be determined by the school's administration. You may be issued a temporary Chromebook or other materials until your Chromebook is working properly or replaced.
2. Never leave a Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks will be collected and stored in the school's main office.
3. Never expose a Chromebook to long term extremes in temperature or direct sunlight. An automobile is not a good place to store a Chromebook.
4. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
5. While the Chromebook is scratch resistant, it will scratch. Avoid using any sharp object(s) on the Chromebook.
6. Your Chromebook comes with a detachable keyboard that folds to help protect the screen. This should be left connect as often as possible, especially while being transported.
7. Avoid placing weight on the Chromebook.
8. Never throw or slide a Chromebook.
9. Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued Chromebook accessories are the responsibility of the student.

10. Each Chromebook can be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
11. Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.
12. Students should not lend their Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook solely rests with that individual.
13. The Chromebook is an electronic device, and care must be exercised when handling the Chromebook. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.
14. The Chromebook is designed for daily use; therefore, each Chromebook must be charged and ready for use each school day. For students in grades 5-12, Chromebooks should be charged at home.
15. The Chromebook and the detachable keyboard must remain free of stickers, skins, writing, painting, or any other forms of adornment.

Cost of Chromebook, Apps, and Accessories

1. **The replacement cost of the Chromebook is approximately \$500.**
2. It is the parent's/guardian's responsibility to cover the cost of school issued accessories in the event of theft, loss or damage due to intentional or unintentional abuse or misuse. Cost for accessory replacement includes, but is not limited to:
Power Charger (\$15), Detachable Keyboard (\$110), Stylist Pen (\$40)
3. Modifying the settings of the school issued Chromebook or deleting school issued software applications (apps) may result in student discipline and/or the need for reformatting at a cost to the student.

Damaged, Lost, or Stolen Chromebooks

1. If a school issued Chromebook is damaged, lost, or stolen the student and parent/guardian should immediately notify the school administrator. The filing of a report by the parent/ guardian may be advised at that time.
2. If a police report is filed for a lost or stolen Chromebook, The Carolina Academy may deploy location software which may aid the administration in recovering the Chromebook.
3. Students who unenroll from The Carolina Academy during the school year must return the Chromebook, along with any issued accessories, at the time they leave the school.
The Chromebook and all accessories should be returned to the school's main office.
Failure to return a Chromebook in a timely fashion may result in legal action.

Internet Safety

The internet has many benefits for students; however, there are also risks. Parents should be knowledgeable about online dangers. Establish and follow guidelines and be continually attentive to your child's use of the internet. For more information about keeping your child safe online, visit <https://www.netsmartzkids.org/> and <https://www.nsteens.org/>