

# WBSD Chromebook Guidelines



## Chromebook Basics

- The Chromebook is the property of the Williams Bay School District.
- Use the Chromebook to complete the educational activities of the district for the school year.
- If you leave the district during the school year, your Chromebook and charging cord must be returned prior to withdrawing from school.
- Chromebooks not returned will be considered as stolen property and law enforcement will be notified.
- The use of cell phones and other devices with photographic, video, and digital imaging capabilities is strictly prohibited in locations where there is an expectation of privacy such as school locker rooms and bathrooms. **Additionally, the use of cell phones and other devices with photographic, video, and digital imaging capabilities on school property without the express consent of the person being photographed is prohibited.** The expectations extend to the publishing, release, and/or circulation of these images.
- Obtaining assistance from artificial intelligence tools such as Chat GPT is strictly prohibited, unless sanctioned by the classroom teacher. Students are expected to complete assignments independently and without the assistance of AI tools.

## Chrome Filtering

- The Chromebook filtering and browsing history is recorded wherever it is used—school, home, etc.
- The Chrome browser is filtered and history recorded when logged in with your @williamsbayschool.org account on any device.
- Inappropriate use can result in limited Internet access, use of the Chromebook and/or referral to administration.

## Chromebook Care

- Do not eat or drink anything while using the Chromebook.
- Do not carry by the lid and close it when moving it.
- Do not place books or other heavy objects on top of the Chromebook, it will crack the screen. Do not place items in any pockets of the carrying case. It could result in a broken screen.
- Keep Chromebook in a safe location where it will not be stepped on or damaged in another way.
- Always keep the Chromebook in the case to help prevent damage.
- Use a microfiber cloth to clean the touch screen.
- Come to school every day with a fully charged device.
- The only decals/stickers on the Chromebook are the ones put on by the Williams Bay School District. **No personal decals/stickers can be added.**
- If you want to cover the camera, go to the library to get a sticker. Do not use masking tape.

## Chromebook Damage

- Damage that is the result of student abuse will be referred to administration and the student will have to pay for the repair or replacement of the Chromebook before receiving another device.

## Chromebook Issues

- Do not attempt to repair the Chromebook on your own. This may result in any warranty being voided which would put the responsibility of cost/replacement onto the student.
- If there is something wrong with your Chromebook, go to the library to turn it in.

## Chromebook Repair Costs

Item	Cost
Broken Screen	\$75
Broken Keyboard	\$75
Charging Cord	\$25
Other damage	Assessed based on repair cost
Lost Chromebook	\$400

## Forgotten Chromebook

- A student will drop off his/her phone in the high school office to receive a pass in order to check out a loaner Chromebook in the Library Media Center (LMC).
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- Students that obtain a loaner will be responsible for returning the borrowed device to the Library Media Center at the end of the day.

## Lost Chromebook

- It is your responsibility to know where your Chromebook is at all times.
- If you cannot find your Chromebook, let a staff member know immediately. If available, a loaner may be provided for the day.
- You have 7 days to locate the devices or a \$400 fee will be placed on your student account.

## Fees Owed

- If fees are owed for any prior damage to school property, you will not be issued a Chromebook and will have to check one out and return it daily until the fee is paid. It will not be allowed to go home.

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### Williams Bay School District Chromebook and Technology Policy Student Agreement

I have read and understand the terms of the Chromebook Rules and Procedures. Should I commit any violation I understand and agree that my access privilege may be reduced, and disciplinary action may be taken against me. I understand that I am to treat this Chromebook no different than any other district owned piece of equipment and that I will be charged for any damages caused to the device. I will not alter it, make changes to it, or use the device in a manner that is not aligned with the District Chromebook Policy. The complete policy manual for the Williams Bay 1:1 Chromebook initiative can be found on the school website under student resources.