



Student Handbook

Introduction

Norton City Schools is excited to provide a Chromebook to every student. The Norton City School District 1-to-1 (**1 2 1**) initiative will increase student learning opportunities by providing anytime, anywhere technology access that will prepare our students for their future education and career goals. The adoption of **1 2 1** Chromebooks will allow students to access new online and digital content created by our staff in addition to content provided by textbook companies, software vendors/online assessment tools.

The **1 2 1** program will also provide Norton City School students with increased opportunities to communicate and collaborate in a digital environment. We are excited about these opportunities and working with our students as they learn good digital citizenship in a safe and responsible atmosphere.

Norton City School District students amaze us every day with how they incorporate the tools of their generation into the learning process. We hope that continuous access to a Chromebook will allow them access to software that will inspire their artistic abilities, improve their reading and writing, and push them to think critically.

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Ownership of the Chromebook

Norton City Schools retains sole right of ownership and possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only. Moreover, administrative staff and faculty retain the right to collect and/or inspect Chromebooks, monitor student work and to alter, add or delete installed software or hardware at any time.

Summer Break

[Summer Chromebook Care Guide](#)

Depending on the grade level, some Chromebooks assigned to students will remain in possession of the student over summer break. These students will be expected to return from break with a functional and fully charged Chromebook. The Building Administration will notify students and families if they need to turn in their Chromebook, charging cord, and protective sleeve at the end of the current school year. The same items will be returned to the same student every year unless the district deems it in need of replacement due to end of life. Students experiencing Chromebook technical issues, damage or loss **during summer break** should contact the Norton Technology Department by completing this [Google Form](#).

Student Responsibilities

Students and parents/guardians are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Technology Acceptable Use Policy, Student Handbook and the Student **1 2 1** Handbook when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. A fully charged Chromebook should last at least 8 hours. Keeping the charging cord in the protective sleeve will allow for it to always be available, if needed.
- Students must use the district-issued Chromebook while in class. The district issued Chromebooks have a consistent setup and a common set of applications making it easier for classroom teachers to plan lessons and manage workflow.

- Students must treat their Chromebook with care and never leave it in an unsecured location. It should never be in an unlocked locker or car or even visible to an observer without your presence.
- Students may not remove or cover the serial number and other identifying labels.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen or protective casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
- Students must report any problems with their Chromebook to a teacher, administrator or building Main Office staff.
- Students may not attempt to repair the Chromebook or take the device to a third-party for repair. All repairs must be made by the NCS Student Helpdesk or Technology Department.

Care of the Chromebook

Students are responsible at all times for the care of the device to which they are assigned.

- Use only a soft, lint-free microfiber cloth to clean the screen. Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Never spray the Chromebook directly. If you need to moisten the cloth you can dampen it slightly with water, but make sure the device is turned off and the cloth is not dripping before wiping.
- Avoid getting moisture and liquids on the Chromebook or accessories.
- Avoid placing anything on top of the Chromebook as too much pressure may crack the screen. This includes the bottom of a locker, storage area or cubby.
- Avoid leaving any paper/pens/or other items inside the Chromebook.
- Never leave the Chromebook on the floor or on seating areas.
- Never place or consume food or drink near the device. Be aware of this especially during lunch.
- Extreme heat or cold can harm the Chromebook. Never leave the device in a hot or frozen car or outside in direct sunlight for an extended period of time.
- Do not allow animals near the Chromebook. Fur and other debris can cause the Chromebook to overheat.

Transporting Chromebooks

Chromebook lids should always be closed and tightly secured when transporting the device. Do not carry the Chromebooks when the screen is open. This includes in between classes. If carrying the Chromebook in your backpack, avoid over-packing the backpack, placing the Chromebook in the backpack with sharp objects, throwing/dropping your backpack or leaving your backpack in an unsafe or unsecured location.

Chromebook Left at Home / Not Charged

Students are responsible for bringing a fully charged Chromebook to school each day. If Chromebooks are left at home or are not fully charged, students are responsible for getting the coursework completed as if they had their Chromebook present. If students repeatedly fail to bring a fully charged Chromebook to school, they may be subject to appropriate disciplinary action as determined by a building administrator

Responsibility for Electronic Data

Students are responsible for the appropriateness of all files, data, apps and Internet history on their Chromebook. While Chromebook Internet activity will be logged and filtered both within the district and off-site, it is still the responsibility of the student to use good judgment when accessing or transmitting data. Please note, however, that there is no better security tool than an involved parent/guardian.

The possessing, forwarding or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission. Do not take photos or videos of other students or staff without their permission.

Students may never share, distribute, or otherwise allow other students access to their password or Chromebook. Users of District technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications. At any time a parent, teacher, or school administrator may request and obtain the password and access to the device and any of its cloud-based contents.

Chromebook Identification & Personalization

Student devices will be labeled in the manner specified by the district. Devices can be identified based on serial number or inventory tag number. Do not remove or cover any identifying labels or markings.

Students are permitted to install approved school appropriate apps on their Chromebooks. If storage on the Chromebook becomes an issue, all school required applications have a priority and may require the students to uninstall other apps.

Audio & Sound

The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones may be used in the classroom based only upon individual teacher approval.

Technical Issues/Damage/Loss

Students should report any Chromebook technical issues, damage or loss to a classroom teacher. The classroom teacher may then direct the student to the building Main Office, student helpdesk or technology staff if additional service or repair is required. **Families should never attempt to repair the Chromebook themselves or take it to any other repair source.** A loaner Chromebook will be issued to students while their assigned device is being repaired. All device policy agreements will remain in effect for the loaner device. However, loaned devices are not covered by the insurance charge. Families will be charged for any damages to the loaner per the chart on page 8 of this handbook.

If a device is stolen outside of school, the student or parent/guardian is required to file a police report immediately. A copy of the police report should be submitted to the Administration right away.

Cost of Repairs/Replacement

The student and parents/guardians agree to safeguard and take good care of the equipment to avoid any theft or damage. The student and parents/guardians will promptly report any loss, damage or problems with the equipment. Utilizing funds collected from the family insurance charge each year, the district will continue to purchase Accidental Protection Coverage for these student devices. This protection will cover unlimited repairs with the exception of the following: loss, stolen, or intentional damage. Please note that loaner Chromebooks do not fall under insurance coverage. Failure to pay for damaged (intentional), lost, or stolen equipment may result in consequences as permitted by law.

Estimated Cost of Chromebook Repair/Replacement

The table below contains the estimated repair/replacement costs of the Chromebooks. These estimates are based on current costs and may vary based on Chromebook part pricing fluctuations and availability.

Item	Approximate Cost
Replacement Chromebook (Lost/Stolen/Severe Damage)	\$240
Screen	\$50
Palmrest	\$60
Keyboard	\$50
Motherboard	\$150
Charging Cord	\$25
Hinge	\$20
Plastics (Cover, Case, Bezel)	\$30
Protective Sleeve	\$10

Exiting Students

Any student who withdraws, terminates enrollment or is expelled must return their assigned Chromebook and accessories (charging cord & protective sleeve) immediately. If a student fails to return the device and/or accessories when requested, the Chromebook will be considered stolen property and law enforcement will be notified.