

Harker believes that developing technology fluency with the tools of the 21<sup>st</sup> century must be a part of every student's education. To that end, Chromebooks will be distributed at Fifth Grade Orientation in August. You can learn more about Chromebooks [here](#). **Students will only be issued a Chromebook after they watch this [video](#) and complete this [review](#).** Parents, you may complete these tasks WITH your child, but please don't complete the tasks FOR your child as he/she will be the person responsible for following the procedures and policies.

#### General Student Use:

- Students will be able to take the Chromebooks home, but they are expected to bring them back to school the following day. Although there are a few offline apps, a WiFi connection is required for a majority of Chromebook use.
- A case will be issued with the Chromebook, and the case should remain on the Chromebook when it is not in use. They can personalize their assigned cases and take them home at the end of the year. **Students are not allowed to purchase other cases for their Chromebooks or store their Chromebooks in their binders.**
- Students will not be allowed to use their Chromebooks on the playground or in the loading zones during recess, lunch, before school, or afterschool.
- Students do not need to bring their Chromebooks to every class. Teachers will let students know when they need to bring the Chromebook to their respective classes.
- If a student forgets to bring his/her Chromebook to school, then the student **will not** be issued a loaner for the day. Teachers will note that the student is unprepared for class with the same consequences as not having a binder, notebook, book, or other required class material.
- The use of mice will not be permitted at school.
- The use of earbuds/headphones is required in many classes. Please make sure that earbuds are labeled (a piece of masking tape around the cord with your child's name on it). Please note that the students are bringing headphones/earbuds to school at their own risk, so we strongly discourage students from bringing expensive headphones to school.
- Students can only use their Harker email address and password to login to their Chromebook. **Students are NOT allowed to use personal gmail, yahoo, social media, etc. accounts at school.**
- The policies outlined in Harker's Technology Acceptable Use Policy in the Student/Parent Handbook are applicable to the 1:1 Chromebook Program.

#### Charging/Battery Life

- Chromebooks should maintain a charge for 6-8 hours.
- **Students are expected to charge their Chromebooks at home.** Once battery life dips below 40%, then students should bring their Chromebooks home to charge. Students should NOT bring their chargers to school.
- Students will be allowed to charge their Chromebook at school under special circumstances. However, if a student repeatedly has to charge their Chromebook

at school, then they will speak to the division head or dean of students for disciplinary consequences.

### Printing

- Students may print at school with permission from their teachers or the librarians.
- Students can print at home using a USB connection or a cloud printer.

### Supervision

- We strongly encourage you to monitor your child's use of the Chromebook and any other internet-enabled devices that they might use at home.
- We strongly encourage you to talk to your child about your boundaries, rules, and policies surrounding use of the Chromebook at home.
- If a student cannot follow your boundaries, rules, and policies, then you can ask them to leave their Chromebook in their locker at school. They can check their homework assignments and complete homework on another internet-enabled device at home.
- Students will not be able to install Chrome web apps or extensions that have not been approved by the school.

### Repairing/Replacing Chromebooks:

- If a Chromebook is not functioning properly or is damaged, students are expected to notify the school of the problem **IMMEDIATELY**. Students have been instructed to fill out a First Aid form and leave this form along with the Chromebook in the First Aid box in Mrs. Diffenderfer's Office. Another Chromebook will be issued to students.
- There is no charge for the Chromebook Program. However, if a chromebook is lost/stolen, repeatedly damaged, or damaged beyond repair, then the student's account will be charged for the cost of the repair or replacement.

Estimated Costs (subject to change):

- Replacement -\$625
- Screen - \$100
- Keyboard/touchpad - \$50
- Power Cord - \$35
- Case - \$40

If you have any questions or concerns, please do not hesitate to contact Lisa Diffenderfer at [lisa.diffenderfer@harker.org](mailto:lisa.diffenderfer@harker.org).