

## ***Guidelines & Expectations for Google Accounts & Chromebooks 2020-2021***

- Accounts and equipment are issued as educational resources. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
- Accounts and devices are on loan to students and teachers and remain the property of the Sevier County School System so use of an account can be suspended or revoked and the device can be confiscated.
- All use of devices and the network must support education and be used in a responsible and ethical manner.
- All users must obey general school rules concerning behavior and communication that apply to technology use as outlined in these guidelines and expectations, and with the school system's ***Network & Internet Use Policy*** (Board Policy 519) and all school, district, local, state, and federal laws and policies.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- All users are responsible for informing the school about any security problems they may encounter.
- All files stored on Sevier County School System equipment, the network, or cloud services are the property of the district and may be subject to review and monitoring.
- All users are responsible for complying with trademark and copyright laws and all license agreements. Ignorance of the law does not provide immunity.
- All rules and guidelines are in effect before, during, and after school hours for all Sevier County School System accounts and devices.
- Users are expected to report any damage to their device as soon as possible.
- All repairs will be handled by the Sevier County School System Technology Department utilizing the current ticket process.
- Printing will not be available on Chromebooks as they allow paperless sharing and review of documents.
- Storage space will be available on the Chromebook but space is limited. Work should be saved in Google Drive so that it is accessible from any technology device with an Internet connection.
- Chromebooks will be treated similar to the policies surrounding school lockers. The Sevier County School System reserves the right to review, monitor, and restrict information stored on or transmitted via the school system's equipment and to investigate the appropriate use of resources.
- Parents/guardians and students must sign the ***Google Accounts & Chromebooks Acceptable Use & Responsibilities Agreement*** to be issued a Chromebook or Google account. Students must be trained on proper procedures for use of the Chromebook.
- Students are required to participate in the Digital Citizenship Curriculum on an annual basis.
- Students leaving the school system must return the Chromebook following the same procedures of returning textbooks at the school. Chromebooks not returned at the end of the year or when the student is no longer enrolled will be considered stolen property.
- Chromebooks will be examined for damage and fees may be assessed.
- Chromebooks are equipped with a webcam. This equipment offers students an extraordinary opportunity to experience 21st century teaching and learning. Webcams are to be used for educational purposes only, under the direction of a teacher for recording videos or taking pictures to include in a classroom project.
- Chromebooks can still be used offline when no Internet connection is available. Many of the Chromebook apps are designed to work offline.
- If a student violates any part of the policies, procedures, expectations and guidelines outlined in this document, the student handbook or Sevier County School System board policies, he/she will be disciplined. As mentioned throughout this document, misuse of the Google student account and/or Chromebook has the potential to earn disciplinary consequences such as, but not limited to, loss of privileges and/or detentions, and suspensions.
- Currently, the replacement cost of a student Chromebook is \$239.00. The repair cost of a cracked

screen on a student Chromebook is \$95.00. The cost to replace an AC adapter is approximately \$70.00.