

# Miss Lichtl's

## Chromebook Expectations and Procedures

As a student at Colina Middle School, I have the opportunity to use a school-owned Chromebook in class. I promise to abide by the following procedures to keep this privilege:

1. I will always carefully use the Chromebook that is **assigned to me**.
2. I will NOT get or use my Chromebook unless instructed to do so by the teacher.
3. I will follow all directions given by the teacher.
4. I will always use the Chromebook as a learning tool.
5. I will only use the district assigned user name and password.
6. I will NOT share my password or personal information with anyone or use anyone else's password or Chromebook.
7. I will only use apps and websites approved by my teacher.
8. I will only use my school email for school purposes.
9. I will always close and carry my Chromebook with two clean hands when moving from one area to another.
10. I will keep food and water off my desk when using a Chromebook.
11. I will NOT change any settings, screen backgrounds, apps, etc.
12. I will NOT use excessive force on the keys and will avoid touching the screen.
13. I will NOT take a picture or video without permission.
14. I will always treat others and their ideas with respect when working online.
15. I will NOT work on anyone else's documents unless given permission.
16. I will keep the Chromebook on a hard surface, not on the floor where it could be damaged.
17. I will always inform my teacher if there is a problem with my Chromebook.
18. I will always log off and shut down my Chromebook at the end of the session.
19. I will always **put my Chromebook away in my assigned slot** and carefully plug it in at the end of the session. I will NOT pull the cord.
20. If I using a mouse, I will always wrap the cord neatly around the mouse and carefully place it in the bin.

I understand that I will continue to have an opportunity to use a Chromebook by following these expectations and procedures.

### Consequences:

**1st infraction = warning**

**2nd infraction = removal of Chromebook for the class period**

**3rd infraction = removal of Chromebook for specified period of time**

**\* Any severe infraction will result in immediate removal of the Chromebook with possible loss of privileges. District policy will trump all other consequences**