



TRSD Chromebook Care and Use Guide

A Resource for Students and Parents/Guardians 2019-2020



Taking Care of Your Device

Student care of the device begins on the first day of receiving their assigned device. General care includes using and handling it properly at all times. If a student finds that their device is not working, it must be taken to the tech office as soon as possible so it can be examined by the school district. Devices should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their devices unattended except locked in their locker. Students are responsible for the replacement of lost or damaged Chromebooks and chargers. Students that do not purchase the product protection plan through the district are responsible for the costs of all repairs. The above includes ALL VACATIONS.

Students should adhere to the following guidelines when caring for their device

- No food or drink should be near the device.
- Cords, cables, and removable storage devices must be inserted carefully.
- Any damage done to the device due to pets is a student's responsibility.
- The device should not be exposed to extreme temperatures such as leaving it in a car.
- The devices must remain free of any writing, drawing, or non-removable stickers.
- Always transport the device with care.
- Never lift the device by the screen.
- Never carry or store a device with the screen open.
- Do not put pressure on the top of a device when it is closed.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

The device screen can be damaged if subjected to heavy objects, carried incorrectly, dropped, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

Repairing/Replacing Your Device

Device Repair

Middle school students requiring Chromebooks repair will create a support ticket through the TRMS website under the student tab. Then the Chromebook needs to be brought to the Help Desk located in the library (if they need help the librarians can help students fill out the ticket).

High school students should bring their Chromebooks to the TRHS Tech Office.

Loaners will be issued if necessary.

The administration and the technology department will determine normal wear and tear or destructive activity. If the device has been damaged due to destructive activity, a loaner may not be offered. Any financial responsibility will

be determined and communicated. Students will be notified by the Technology Department when the device is ready for pick up. Loaners must be returned before a repaired device can be picked up.

Device Identification

The Chromebook is the property of the Timberlane Regional School District. The district maintains a log of all devices. All Chromebooks will be labeled with a name tag that pertains to the specific serial number. Name tags may not be modified or tampered with in any way.

Each student will be assigned the same device for the duration of his/her time at Timberlane Regional Middle/High School. Take good care of it!

Classroom Chromebook Management:

While at school and using a Chromebook that has been logged into the TRSD WIFI, you grant consent to having the Chromebook administered by the Classroom Chromebook Management application used by school personnel within the confines of the school day.

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the TRSD policies, guidelines, and the TRHS Student Handbook

[TRSD ACCEPTABLE INTERNET USE POLICIES AND PROCEDURES – STUDENTS \(JICL X\)](#)

[TRSD INTERNET ACCESS FOR STUDENTS \(JICL-R\)](#)

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA) to prevent students from accessing harmful content. All devices will have Internet activity monitored by the district. This filter also logs user activity, including those websites accessed by the end user. If an educationally valuable site is blocked, students should contact their teachers to request that sites be unblocked. Devices will be filtered off campus. It is also up to parents/guardians to monitor behavior.

Managing and Saving Your Digital Work:

Student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices. Some files may be stored on the device's hard drive (such as downloads). The district will not be responsible for the loss of any student work.

Forgetting Your Device at Home

Students who do not come to school with their device may go without a device for the day if a loaner device is not available. Making up any work that was missed by not



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having a device that day is at the discretion of each teacher.

- **If you are not covered by the TRSD Chromebook Protection Plan, projected repair or replacement costs are as follows (*subject to change*):**
- **Screen \$35**
 - **Screen replacement will only be offered one time under the TRSD Chromebook Protection Plan.**
- **Lenovo Keyboard/touchpad 100E \$80.00
N23 \$45.00**
- **Lenovo Bezel – \$25 100E N23 \$15**
- **Lenovo Battery 100E \$50.00 N23 \$35.00**
- **Lenovo Camera 100E \$15.00 N23 \$20.00**
- **Lenovo Power adapter 100E \$ 35.00 N23 \$16.00**