



NESHANNOCK TOWNSHIP SCHOOL DISTRICT
3834 MITCHELL ROAD
NEW CASTLE, PA 16105

GENERAL RULES/GUIDELINES FOR THE NTSD 1:1 CHROMEBOOK INITIATIVE

- Treat the Chromebook as if it was your own.
- Students are responsible for the Chromebook at **all times**. **The Chromebook is not to be left unattended.**
- Students are not authorized to use other students' Chromebooks.
- Do not let anyone else use your assigned Chromebook.
- Do not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, labels, or plastic casing.
- Do not stack objects on top of the Chromebook as they can damage the screen.
- Avoid leaving the Chromebook in extreme hot or cold environments.
- If a student is unable to carry and supervise his/her Chromebook, it is to be locked in the student's assigned locker. **It is the students' responsibility to notify the office if his/her school locker is not working properly.**
- Chromebooks are not to be stored in lockers overnight. All Chromebooks must be transported to designated homerooms or 9th period classroom for storage and charging of the battery **daily**.
- Students must keep their passwords confidential.
- Obscene language and/or inappropriate materials, including screensavers, backdrops and/or pictures are strictly prohibited.
- Illegal use or transfer of copyrighted materials is prohibited.
- Stickers or other decorations are not allowed.
- School identification and nametags must remain on the Chromebook.
- Food and drink should not be used near the Chromebook.
- Students are to **immediately** report any technical issues affecting the performance of the Chromebook to their homeroom teacher. Homeroom teachers must fill out the **Chromebook Repair Log** found in the **Chromebook Initiative Manual** or on the **NTSD website on the Technology Page** and forward it to the tech department the same day of the issue.
- Adhere to all NTSD Chromebook guidelines and current NTSD Acceptable Use Policies #224 and #815 including the designated attachments. When in doubt concerning Acceptable Use Policies, ask the building administrator.
- Always completely close the lid and wait for the Chromebook to enter sleep mode before moving it, even for a short distance. Movement while the Chromebook is on can result in permanent damage to the hard-drive and permanent loss of all data.
- I/We understand that I/we will be responsible for all repair/replacement charges associated with Chromebook damages caused intentionally, through lack of reasonable precautions or loss/theft. Costs will be set by repair professionals authorized to act in such capacity as part of the agreement between the school district and the manufacturer.