

# Clay Community Schools 1:1 Chromebook Dos, Don'ts and Need to Knows

## Things To Do

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- \*You must carry your Chromebook in the school issued case at all times.
- \*Immediately report all problems and broken or missing parts to technology department.
- \*Keep your passwords secret. Passwords should only be shared with parents or school staff.
- \*Make sure your Chromebook is off before closing your case.
- \*Chromebooks must be brought to school each day fully charged.

## Things Not To Do

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- \*Do not carry your Chromebook by the screen or walk with the Chromebook while it is open.
- \*Do not place decorations (such as stickers or drawings) on the Chromebook or case.
- \*Do not load movies, apps, games or any other software on the Chromebooks.
- \*Do not attempt to gain access to other students or teachers accounts, files, or data.
- \*Do not send unsolicited messages to other students.
- \*Do not throw your Chromebook.
- \*Do not sit books on top of your Chromebook.
- \*Do not leave your Chromebook unattended.
- \*Do not give your Chromebook to another student for any reason.
- \*Do not physically alter your Chromebook or case in any way.
- \*Do not attempt any repairs to your Chromebook. All repairs are to be completed by CCS Technology Staff Only.

## Things To Know

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- \*Intentional damage or damage caused by negligent behavior will result in disciplinary action as well as costs for all repairs resulting from the damage being charged back to the student's responsible party.
- \*Repairs due to accidental handling or device malfunction will be repaired by the district's technicians.
- \*Chromebooks will not be able to print. All assignments must be submitted digitally.
- \*USB Ports and Cameras are disabled.
- \*Chromebooks will shut off as soon as the lid is closed.
- \*Students have school email (username@clay.k12.in.us).
- \*Office 365, Google Accounts, and Canvas are available with school issued accounts only.
- \*Chromebooks are subject to inspection at any time without notice and remain the property of CCS.