

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

Things To Do

- *You must carry your Chromebook in the school issued case at all times.
- *Immediately report all problems and broken or missing parts to the technology department. Tech support hotline is available for at home support 812-420-3248.
- *Keep your passwords secret. Passwords should only be shared with parents or school staff.
- *Chromebooks must be brought to school each day fully charged.

Things Not To Do

- *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.
- *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 in an unsecure location 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

- *Insurance is included with all Chromebooks; this covers any accidental damage to the Chromebook only. Chromebooks must be carried in school issues cases to be covered by insurance. Any damage that occurs while Chromebook is not in its case will be the student's/parent's responsibility.
- *Intentional damage will result in disciplinary action as well as charges for all repairs resulting from the damage that has occurred.
- *Chromebooks will not be able to print. All assignments must be submitted digitally.
- *Students have school email (username@clay.k12.in.us). No personal email accounts are allowed on CCS devices.
- *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.