



ACACIAWOOD

PREPARATORY ACADEMY

2024-2025 Chromebook Program Acceptable Use Policy and Guidelines

Guidelines: Chromebook use is integrated in the regular daily classes. **Students are required to bring their Chromebook to school charged and ready to use every day. No other operating system such as Windows or Mac may be used.**

- During school hours Chromebooks are to be used ONLY for academic purposes
- Students may not use the Chromebooks inappropriately including, but not limited to:
 - Sending inappropriate emails
 - Possessing inappropriate pictures and/or media files (including listening to unauthorized music through streaming music services)
 - Using social media at any time on campus (including Discord, Snapchat, Instagram, Tik Tok etc.)
- At home, parents are advised to supervise their child's use of their Chromebook
- The Chromebooks issued to students are subject to unannounced spot checks by the administration
- Web browser (Chrome) history cannot be deleted and parents can view the history to determine which websites the child has visited
- Only awschool.org accounts issued by the school may log into the Chromebook
- While on campus, the Chromebooks may only be used within the classrooms under the teacher's supervision. Teachers will indicate when to use them.

Use and Replacement Policy: It is the family's responsibility to care for and to use good judgment when using the Chromebook.

Caring for the Chromebook (recommendations):

- The Chromebook should not be loaned to others or unattended outside of your home.
- The Chromebook should be kept in a protective case.
- The Chromebook is sensitive to moisture and extreme heat. It should not be left in a car or location where it will be damaged by heat and should be kept dry and away from sources of water such as sinks/bathtubs and pools. The Chromebook should be kept away from food and drink.
- The Chromebook should only be recharged using the provided charging cable, and the charging cable should be kept from damage (such as damage from a vacuum cleaner).

Downloading to the Chromebook:

- Students are not allowed to download apps, music, or other media to their Chromebook for non-academic use.
- The administration will determine what content will be added to the Chromebook.

Broken Chromebooks:

- If the Chromebook is damaged and unable to be used, please contact Mr. Hageman immediately (mrhageman@acaciawood.org).

Consequences for failure to comply with guidelines:

- Failure to comply with these guidelines will be treated as a failure to comply with the Acaciawood Parent/Student Handbook and will be dealt with according to the school's discipline code.
- Since each student must be in possession of their Chromebook at all times on school property, any Chromebook found unattended will immediately be confiscated and turned in to the office. A purple slip may be issued.
- Due to the potential for the Chromebook to become a distraction in classes, the teachers have the right to confiscate it from any student who is using it for non-academic purposes during school hours. If it is a first offense, a warning will be issued, and no further action will take place. If it is a second offense, it will be confiscated for one week, and a tan slip will be placed in the student's permanent record. If it is a third offense, it will be considered an egregious policy violation (see next)
- For more egregious policy violations, the Chromebook will be confiscated, and a parent/student conference will be set up. The student may be suspended and lose the privilege of participating in the Chromebook program. Physical textbooks may need to be purchased.

Optional Peripherals:

- Earphones (some teachers may request that students use earphones)
- Mouse (wired or wireless)

Chromebook Loan/Replacement

- The school has a limited number of Chromebooks. A school-owned Chromebook can be loaned to families for a fee of \$5 per day, based on availability.
- If you purchase a new Chromebook during the school year, you must immediately bring it to Mr. Hageman to enroll in the school domain (locked down for exclusive school use).

By signing below, (1) we have read and understand the Chromebook Acceptable Use Policy and Guidelines, and (2) we agree to the expectations and procedures as detailed above.

- Check the box to acknowledge the following statement: "Students found violating the Chromebook Acceptable Use Policy and Guidelines may receive purple slips, detentions, and tan slips."

Chromebook Serial Number / Model: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Print Parent/Guardian Name: _____