

## **Chromebook Commitment Pledge 2022-2023**

Coonley is a 1:1 school with Chromebooks 2nd-8th grade for instruction during their school day. Other grade levels are 1:1 with iPads for instruction. With this privilege comes an understanding that students will use Chromebooks for educational purposes as well as care for them when in their possession. While students may have technology at home and have different rules for use, students should adhere to the following rules while using Chromebooks at Coonley. Please review the following policy with your child(ren), sign and return to homeroom teachers. Please sign a separate form for each child.

### **Student Responsibility for Chromebooks**

#### ***Care for Chromebooks***

- Follow the rules of your classroom teacher regarding Chromebook use during instruction
- Never leave your Chromebook in an unsecure location
- Make sure Chromebooks are plugged in nightly so they are fully charged the next day
- Keep liquids and snacks away from Chromebooks
- Do not stack books or items on top or inside of Chromebooks
- Report any lost, damaged or non-working Chromebooks promptly to your classroom teacher and Mr. Bajorek
- Do not remove or interfere with any identification tags on the Chromebook
- When walking with the Chromebook use two hands if possible, making sure the device is secure (never carry a Chromebook open)
- Use a clean cloth to clean the screen, no cleansers
- Do not adhere stickers/drawings, etc to the Chromebooks
- Do not leave Chromebooks in precarious positions (edge of desk, floor, chair, couch, etc.).
- Do not take Chromebooks home unless provided specific permission from Mr. Bajorek

#### ***Appropriate Use of Chromebooks***

- Chromebooks are available for students to complete **academic work only**. Students should always follow Chicago Public School's guidelines for acceptable use which is available here: <http://policy.cps.edu/download.aspx?ID=203>
- Always log into Chromebooks using your CPS Google account (**Reminder**: CPS Google accounts are owned by CPS and can be monitored or deactivated for misuse)
- Sound must be muted unless otherwise instructed by the teacher
- Internet games should not be installed or played on Chromebooks, including extensions unless otherwise instructed by your teachers
- Keep passwords private! Always log off of your Chromebook at the end of school or if another student will be using it
- The user is responsible for what he/she says and does with the Chromebook; use good judgement when online

### ***Consequence of Misuse***

Students will be assigned a Chromebook to use for academic work ONLY. They will be held in the classroom for students to use throughout the school day. Students who are found off-task (i.e. not completing work, playing music, visiting websites not related to instruction, etc.) will first receive a warning and redirection from the classroom teacher. If this behavior continues, students will lose Chromebook privileges for one day. If the behavior continues to persist, students may lose Chromebook privileges for a week and parents will be requested to attend a conference with the teacher and/or administration.

### ***Damages***

Using technology equipment provided by Coonley is a privilege that we are proud to make available for our students. In order to ensure all students have accessible to working devices, Coonley will continue implementing a fee structure for students that damage a Chromebook. While Coonley purchases devices at full cost, students will be responsible for the cost of the part needed to repair the device. Current cost to the school to purchase a chromebook: \$282.55

Fee structure will apply as follows:

1st Incident of Damage: Cost of the replacement parts

2nd Incident of Damage: Cost of the replacement parts

3rd Incident of Damage: Conference with administration, with possible replacement of Chromebook at current market value

Damage to Chromebooks includes (but is not limited to):

- Cracked/broken LCD screens
- Broken Hinges
- Damaged audio ports
- Compromised Housing (dents, damage, etc.)
- Water Damage
- Defacement of Chromebook (including removal of asset tag tracking stickers, personal stickers and graffiti)

When damage occurs to a Chromebook, students must notify homeroom teachers immediately. Students will then be directed to notify Coonley's Technology Coordinator, Mr. Bajorek via email. Mr. Bajorek who will pick up the device from the classroom for repairs. Parents will be notified by the school.

We understand that some of our existing Chromebooks have normal wear and tear. This will be taken into account when assessing Chromebook conditions and damage. Thank you for your cooperation.

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***I have reviewed the Chromebook Commitment Pledge with my son/daughter and understand that they are responsible for the Chromebook that has been assigned to them.***

**Print Student Name:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_

**Print Parent Name:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_

**Homeroom #:** \_\_\_\_\_ **Date:** \_\_\_\_\_