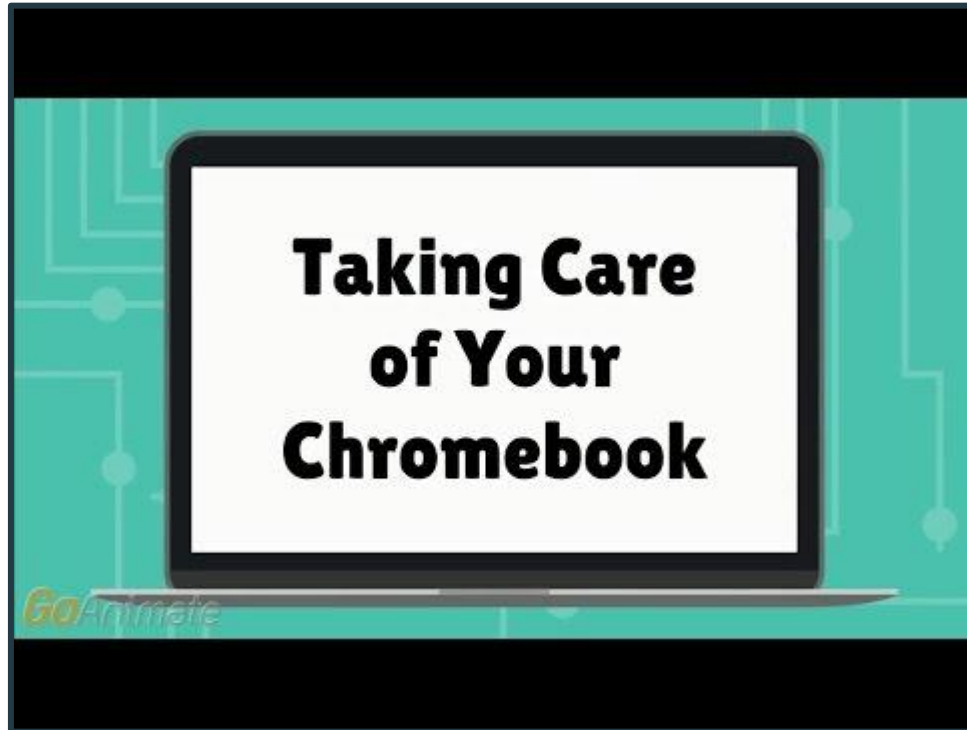


Garrison School Chromebook and Google Account Guidelines Grades K-8



October 1, 2020

Chromebook Tips for Students



Restricted Areas Of Chromebooks

- **School Grounds - Instructional Use
Permitted Only w/Teacher Supervision**
- **Cafeteria**
- **Gym**
- **Bathrooms**
- **Lockers**



Chromebook Responsibilities

- Student assigned an individual chromebook
- Student responsible for the the general care of their school-issued chromebook (no stickers, labels, or writing)
- Student responsible for putting chromebook in assigned letter/number basket of the cart each day (**Elementary School**) or in assigned homeroom class (**Middle School**)
 - Connect the charging power cord to your chromebook that belongs to your numbered basket (**keep the wires neat!**) - (**Elementary School**) or connect to charger in homeroom.
- All chromebooks in the carts during lunch/recess and end of the school day (**Elementary School**) or in assigned homeroom class (**Middle School**)

Chromebook Responsibilities (Continued)

- Student logs out of Chromebook
- **Homeroom teacher charges the cart overnight (Elementary School)**
- Student plugs in chromebook to charger in homeroom (**Middle School**)

Chromebook - Specific Reasons for Loss of Privileges

- If a student does not return their chromebook to their assigned cart or homeroom classroom at lunch/recess or the end of school day (left unattended in a location of the building), they lose privileges to use their chromebook the next school day

(Teacher is responsible for checking all chromebooks are returned to their cart or homeroom class at the end of each day - Keep a written record of chromebooks missing and notify Nancy Galletto immediately)

- If a student brings their chromebook to a **restricted** area, they lose privileges to use their chromebook the next school day
- If a student is on a non-educational website (such as games), they lose privileges to use their chromebook the next school day

Chromebook - Other Reasons for Loss of Privileges (Continued)

- Intentional misuse or abuse (scratched, damaged)
- Intentional wiping of the school device settings
- Reckless handling of the chromebook
- Inappropriate use of school Google account

Consequences determined by each individual case

School Issued Google Accounts



- Educational use only
- Responsibilities outlined in **Google Permission Form**
- Keep passwords private
- All activity on school accounts monitored by the school - inappropriate behavior will result in loss of privileges of Google account



Please review Acceptable Use Policy and Google Permission Forms on school website. Thank you!

[Acceptable Use Policy and Google Permission Forms](#)