



2025-2026 Chromebook Handbook



SECTION 1: RECEIVING YOUR CHROMEBOOK

1.1. Receiving Your Chromebook

Chromebooks and chargers are distributed at the beginning of the school year for students in grades 5-12 and are available for use in classrooms for grades 1-4. Attica Central School District retains sole right of possession of the Chromebook. ACSD lends the Chromebook to the students for educational purposes only for the academic year. Additionally, ACSD administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Parents/Guardians and students should review the procedures explained in this document and contact administration with any questions.

1.2 Returning Chromebooks

Chromebooks and chargers will be collected and inspected annually, at the end of the school year, cleaned and examined for any damages. Families will be notified of collection dates. If a student graduates, unenrolls, and/or transfers out of ACSD during the school year, the Chromebook and related hardware must be returned at that time. Students will generally retain the same Chromebook each year while enrolled at ACSD until the Chromebook is replaced as part of the multi-year replacement cycle.

1.3 Lost/Damaged Devices

All Chromebooks in need of repair must be brought to the Middle School Computer Lab (RM243). Each step of the repair process will be logged and recorded by the ACSD Technology Department. If available, the student may receive a daily loaner Chromebook which must be returned by 3:00pm each day while their assigned device is in the repair process. Students using a loaner Chromebook will be responsible for any damage to or loss of the loaner device. The student will be contacted when his/her device is repaired and available for use.

If a Chromebook, charger, or case has been defaced or damaged beyond the normal wear of a computer which has been handled safely and responsibly, families may be charged for repairs or replacements. Families may also be charged for replacements if Chromebooks are lost or stolen due to students leaving them unattended or unsecured. We understand that damage may occur accidentally and that theft is possible even under a watchful eye; in either case, students should notify administration as soon as possible so an investigation may take place. If a student Chromebook, charger, and case are not returned at the end of the school year, or upon transferring out of district, the administration will work with parents/guardians to ensure this equipment is returned in a timely manner.

ACSD has decided that it will pay for any repairs or replacement costs up to \$100 per year, with the exception of chargers and cases. If the charger or the case is damaged, missing, or lost, families will be invoiced for replacement at full cost. In the event a device needs to be sent out for repair, parents and guardians will be asked to sign a form acknowledging this even in cases where there is no cost to the family. (ex screen damage costing less than \$100 but requiring repair)

Estimated cost of replacement:

Item:	Cost:
Chromebook	\$329
Charger	\$25
Case	\$30

SECTION 2: TAKING CARE OF YOUR CHROMEBOOK

Students and their families are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken or fail to work properly must be reported immediately to the Middle School Computer Lab (RM243).

2.1 General Precautions

- Avoid eating or drinking near your assigned Chromebook while in use.
- Cords, cables, and headphones must be inserted carefully into the Chromebook.
- Students should never carry their assigned Chromebook while the screen is open unless directed by staff.
- Students may **not** put stickers on their assigned devices.
- An identifying label must remain viewable at all times on the exterior case top. This will ensure Chromebooks can be identified.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Students are responsible for charging their assigned Chromebook every day.

2.2 Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or press on the top of the Chromebook when it is closed.
- Do not carry the device by the screen
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils).
- Clean the screen only with a soft cloth or LCD screen cleaning wipes. It is acceptable to use clorox or lysol wipes to clean all Chromebook surfaces. 2
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

2.3 Chromebooks left in unsupervised areas

Under no circumstances should Chromebooks be left in unsupervised areas unless in locked lockers. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the building office.

2.4 Storing Chromebooks

Elementary school students will have a designated storage/charging area within their classrooms. Some MS students may take their assigned devices home at night at their teacher's discretion. HS students are required to take their assigned Chromebooks home every day for charging purposes, regardless of whether or not they are needed for assignments. When Chromebooks are not in use, they should be stored in locked lockers. When stored in the locker, nothing should be placed on top of the Chromebook. Chromebooks should never be stored in a vehicle.

2.5 Password Protection

Students are expected to keep their passwords confidential. Students should notify their teacher and the Middle School Computer Lab (RM243) if a password change is necessary for any reason. If a student fails to keep the password confidential, appropriate disciplinary actions will be followed.

SECTION 3: USING YOUR CHROMEBOOK

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students are responsible for bringing a charged Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebook Undergoing Repair

Loaner Chromebooks will be available for students when Chromebooks are being repaired. Loaner Chromebooks will not be allowed to leave school grounds, and must be picked up and dropped off in the Middle School Computer Lab (RM243) by 3:00pm every day.

3.2 Charging Your Chromebook's Battery

Chromebooks must be ready for use in a fully charged condition. Students need to charge Chromebooks overnight. In cases where use of the Chromebook in school has caused batteries to become discharged, students may be able to connect their assigned Chromebooks to a power outlet in class or a central location such as the library media center.

3.3 Inappropriate Content

Inappropriate media may not be stored or displayed on the device. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions. Since technology is always changing, the District cannot 100% safeguard against inappropriate material, images or content that a student may view or research. Filtering tools are intended to run locally on the device, regardless of the wifi source.

3.4 Sound, Music, Games, or Programs

Students shall use wired earbuds or headphones to minimize noise during class time. When not using wired earbuds or headphones, sound should be muted at all times unless permission is obtained from the teacher for instructional purposes. Games that are non-educational are not allowed on Chromebooks. Do not save non-educational content to the internal storage drive or on Google Drive. Students are not permitted to install apps or extensions on the device.

3.5 Accessing Internet Access Away From School

Students are allowed to access other wifi networks on their assigned Chromebooks, however school personnel will not provide support for network or printer issues away from school. Internet filtering and monitoring will run locally on the device itself, thus remaining active, regardless of where the wifi is being obtained from.

3.6 Saving to the Chromebook

Students should save documents and other items to their Google Drive (cloud storage). Students using Google applications will find their work automatically stored on Google Drive whenever they have an internet connection. Students may also use these applications and many more offline, though they will not be backed-up to Google Drive until an internet connection is available.

FAQ

1. What if a student forgets their Chromebook at home?

Students will be expected to bring fully charged devices to school every day in the same way that they are expected to bring other supplies to class. Chronically forgetting supplies may lead to disciplinary consequences including phone calls home. Temporary loaners may be available just for that day from the Middle School Computer Lab (RM243).

2. What if parents refuse to allow their kids to bring devices home?

Parents know their children best. If parents choose not to sign the AUP, students would need to pick up loaner Chromebooks each morning and turn them in by 3:00pm to the Middle School Computer Lab (RM243). The responsibility lies on the student to check out and return a Chromebook each day.

3. What if a family has no internet?

Chromebooks can be used offline, however work created on them won't save until the student gets online. Teachers may instruct students on how to make specific Google Drive files available offline, so they can do so prior to leaving our school campus each day.

4. Can anyone login on a District owned Chromebook?

Only atticacsd.org accounts issued to staff and students can be used as the primary account when logging into the Chromebook.

5. Can students get additional programs or apps themselves?

In order to prevent malicious apps, themes or extensions from being installed, students may be restricted to only installing content that has been approved by the district IT department. This will ensure that Chromebooks are not bogged down with running unnecessary apps or extensions that are not needed for educational purposes. The IT department has the capability of force-installing apps as they are needed. This policy will continuously be evaluated to determine the most efficient way of students obtaining content.

6. Will internet use at home (or anywhere off school campus) still be filtered?

Yes, internet content will be filtered in compliance with relevant regulations, which works directly on the device regardless of where the student is obtaining wifi. Since technology is always changing, the District cannot 100% safeguard against inappropriate material, images or content that a student may view or research. This is not a substitution for parental guidance and oversight.



ATTICA

BLUE DEVILS

Device User Agreement 2025-26

Attica Central School District views the use of electronic resources as central to the delivery of its educational program. By providing students a device to use at home, Attica Central School District intends to enable an engaging, collaborative, self-directed, and empowering learning environment. Students are expected to use district technology and network resources responsibly and parents are expected to collaborate with the school district in ensuring their child uses the district issued device in accordance with district policies and guidelines. Below is a summary of commitments made by students and parents. Please sign and return the final section on the first day of school. Thank you for your partnership with us in the education of our students.

Student Agreement

As a learner, I agree to the following responsibilities before, during, and after school whether I am on or off campus.

- Use the device in a responsible and ethical manner, complying with the responsible use guidelines outlined within the Attica Central School District Acceptable Use Policy at all times.
- Use my device for educational purposes.
- Obey school rules concerning behavior and communication that apply to technology use.
- Notify a staff member or parent/guardian immediately of information, images, or messages that are inappropriate, dangerous, threatening, or uncomfortable.
- Return the device, when requested, in the same condition received.
- Protect my device by carrying it securely and preventing careless or malicious damage.
- Never leave my device unattended in an unsecure or unsupervised location.
- Ensure that the device's battery is fully charged at the start of each school day.
- Report all damages, issues, or technical problems with my device to a teacher.
- Not alter or attempt to change, disable, or circumvent the management settings, content filters, or any protective settings on my device.
- Never share my account or login information with other students or individuals other than parents or teachers.

I understand the device is the property of the Attica Central School District and that any violation of this Agreement may result in the suspension or loss of my device and school network privileges. Additionally, I may face disciplinary action, as determined by school administration, for any violations of this Agreement, or the policies, rules, or regulations of the District, up to and including suspension or expulsion.

Parent Agreement

I understand that my family's responsibilities include:

To monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

- Engaging in open communication with students about an appropriate amount of screen time
- Talking to my child about values and the standards that they should follow on the use of the Internet just as you do on the use of all digital media (TV, phones, movies, music, etc.).
- Being active participants by asking your child to show you what sites they are navigating to and how they are being used in your child's education.
- Ensuring that siblings and other family members are not using the device for personal use.
- Encouraging balanced and healthy digital media use.
- Reinforcing expectations on a regular basis throughout the year

In consideration of the privileges and opportunities afforded by the use of Attica Central School District Technology resources, I hereby release the Attica Central School District, its employees and directors from any and all claims of any nature arising from my child's use or inability to use these resources, including but not limited to claims that may arise from unauthorized use of a device. I also understand that it is impossible for Attica Central School District to restrict access to all controversial materials and I will not hold the District responsible for materials accessed with a District device.

I accept full responsibility for my child's use of the device while outside of a school setting and understand that my child's device use is subject to the same rules and requirements when used off-campus. I understand that my child's device privileges may be suspended or revoked for violation of this Agreement. I also understand that my child may be subject to disciplinary action for conduct in violation of this Agreement, or the policies, rules, or regulations of the District. In the event that a device is lost or damaged beyond repair while in the care of my child, I understand that I will be responsible for the full replacement cost. The district has decided that it will pay for any repairs or replacement costs up to \$100, with the exception of AC chargers and protective cases. If the AC charging adapter or the protective case is damaged, missing, or lost, families will be invoiced for replacement at full cost. For all other types of damages, if the damages are in excess of \$100 (aggregate over 1 year) or if there is the need to replace an item which costs in excess of \$100, families will be billed for those costs at full price.