Grade:	Student Name (Print):



## **Staunton CUSD #6**

## **Chromebook & School Google Account Digital Citizenship Guidelines & Expectations**

Think before you act because your virtual actions are real and permanent!

		Student	Parent
	Guidelines & Expectations	Initials	Initials
1	It is my responsibility to come to class each day with my Chromebook charged and ready for class. I understand that there are consequences for absent/uncharged Chromebooks per the district 1:1 guidelines.		
2	I understand that it is the classroom teacher's decision regarding when and how I may use my Chromebook in class.		
3	I understand that the Chromebook I received is intended for my use only. I agree to not misrepresent myself by using someone else's Chromebook/username or lending my Chromebook to others.		
4	I will do my own work. I understand that there are consequences in place for plagiarism/cheating. I will not use other people's intellectual property without their permission. I am aware that it is a violation of copyright law to copy and paste other's thoughts. It is required that I cite all sources (text, image, video, etc.).		
5	I understand that I am responsible for the content of my searches: both text and images. All searches should be school appropriate. I will report any inappropriate content immediately.		
6	I will be aware of what I post online. Website and social media venues are very public. What I contribute leaves a digital footprint for all to see. Inappropriate text, video, images, etc. that I post during school hours and/or while using school resources are subject to school and legal consequences.		
7	I will follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, I will do it in a respectful way. I will make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
8	I will be safe online. I will not give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. I will not share my password with anyone other than my parents or school administrators if requested.		
9	I understand that acknowledging receipt of these items that it is my responsibility to care for the equipment and ensure that it is retained in a safe environment and understand that I will not deface or destroy this equipment in any way.		
10	I acknowledge that this equipment is the property of Staunton Comm. Unit #6 and is being loaned to me for educational purposes for the academic school year and will be returned to the District when requested, or sooner, if I withdraw prior to the end of the year.		

Grade:	Student Name (Print):	
	Staunton CUSD #6	
	Chromebook & School Google Account Care & Use	
1.	Always close the lid before moving your Chromebook device.	
2.	Shut down the device before going to the next class.	
3.	Place your Chromebook on flat, solid surfaces only.	
4.	Be gentle with the screen. It is easily damaged by excessive pressure or sharp objects. Do not pick up the Chromebook by holding the screen.	
5.	Clean the screen with dry anti-static cloths or lens cleaners only.	
6.	Charge your Chromebook every night at home. Leave your device charger at home.	
7.	Keep your Chromebook in your possession or in your locked locker at all times at school.	
8.	Use of your Chromebook in the cafeteria/bus is <u>not recommended</u> . Damage outside of normal wear and tear is your responsibility. Please be careful with your Chromebook.	
9.	Report any damage or problems to a school staff member immediately.	
10.	Return any unattended Chromebooks immediately to the main office.	
1.	Do not sit on your Chromebook or place heavy objects on top of it.	
2.	Do not "decorate" your device in any way (stickers, markers, paint, etc.)	
3.	Do not disassemble, modify or repair your Chromebook, operating system, installed software or filters. If you cause damage to your Chromebook, the following fees will be assessed:	
	Repair charges \$30 Replacement Charger \$25 Replacement Cost \$279	
4.	Do not alter or remove the SCUSD#6 ID tags on the underside of the Chromebook itself.	
5.	Do not leave your Chromebook unattended. You are responsible if it is lost.	
6.	Do not leave your Chromebook in an unlocked vehicle or in a hot/cold vehicle.	
7.	Do not use your Chromebook near water.	
8.	Your Chromebook will be collected by Staunton Staff at the end of the school year for summer maintenance.	
	Any damage or loss due to your negligence is <b>YOUR RESPONSIBILITY</b> .	

Student Signature

Parent/Guardian Signature

Student Name (Printed)

Parent/Guardian Name (Printed)

Date: \_\_\_\_\_

\_\_ Date: \_\_\_\_\_