



Electronic Responsibility & Classroom Procedures

General Information:

- Electronics assigned to the building do not leave the building.
- **Students may not take electronics home.**
- Teachers are responsible for the electronic devices while in their classroom (temporary or permanent).
- Electronic devices must be kept locked when not in use and classroom doors must be locked when the teacher is not in the room.
- Students should use the electronic devices (Chromebooks, laptops, tablets, cameras, etc...) while in your class, then put them back before leaving. Students will have access to other devices in other classrooms. Allowing students to “roam” outside and in between classes can create loss or damage.
- Ensure all electronic devices (Chromebooks, laptops, tablets, cameras, etc...) are in the appropriate storage area and accounted for BEFORE the end of each class or period. Hold students prior to the bell and keep them accountable.
The teacher is ultimately responsible for the equipment!
- **Report lost and damaged equipment immediately to building administration and the technology department.**
- Buildings will be responsible for cost to repair or replace damaged devices.

Example costs for Chromebook repairs:

LCD Repair	\$120.00
Battery Repair	\$80.00
Chromebook Replacement Cost Due to Negligence	\$350.00
Keyboard Repair	\$40.00
Damaged/Lost Charger Brick	\$32.00

- Use caution when plugging and unplugging power cords, connectors can easily be bent or broken if you are not focused, or in a rush.
- No food or drink allowed near electronic devices.

Chromebook specific tips:

- To simplify the login process we recommend students use the same ChromeBook each day.
- Teachers do not need Chromebooks to access Google Apps for Education. They can do the same things on their desktop using the Chrome Browser.
- **Reminder - If a student negligently damages a device, they will be held accountable for the repair at the building level. (Similar to a textbook) Classroom management is the teacher’s responsibility. Make sure you document everything.**

Date: _____

Teacher’s name: _____ Teacher’s signature: _____