**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expectations for Use of Chromebooks**

**In General . . .**

1. School **Chromebooks** are tools for learning; they are not toys.
2. Stay on task . . . or lose the privilege.
3. When your teacher asks for your attention, close your Chromebook and listen carefully.
4. Chromebooks are for educational use only.

**Handling and Storing of Chromebooks**

1. Handle the Chromebook with clean hands.
2. Only clean the Chromebook screen with the cloths your teacher provides for you.
3. Keep ALL liquids away from the Chromebook. Always!
4. If you are not using your Chromebook, close the cover, and put it safely INSIDE your desk.
5. Chromebooks WILL break if they fall off the desk or get stepped on. Never leave your Chromebook on the corner of your desk, on the floor, on the ground, or on the patio table.
6. Chromebooks are never taken to lunch, recess, the library, or any other part of campus, unless a teacher specifically permits you to do so.
7. Do not draw on the Chromebook cover or put stickers on it. Do not remove the colored sticker with your number.
8. When returning Chromebook to the safe, slide them carefully into the correct slot with the charger connection facing out. Plug the charging cord into your Chromebook anytime your Chromebook battery is less than 80%.
9. Chromebooks are never taken home. They do not leave school property.

**Working with the Chromebook: Your Chromebook belongs to the school and can only be used for education. You are expected to follow all Chromebook rules. Students who do not follow Chromebook rules will lose the privilege of using the Chromebook.**

1. Do not access or change ANY of the settings unless your teacher instructs you to do so. This means do not change wi-fi settings, accessibility settings, sound settings, privacy settings, lock settings, or keyboard settings. Do NOT set a passcode!
2. Stay on-task with the app or website assigned by your teacher. If you are off-task, you will lose Chromebook privileges and have to do your work with pencil and paper.
3. Only conduct web searches as instructed by your teacher.
4. Do not attempt to message or email from your Chromebook.
5. Do not create any new accounts on a website unless instructed to do so by your teacher.
6. Save all documents and projects as instructed by your teacher.



**Privacy**

1. You may only take photos or voice recordings of yourself or other people (students or teachers) when given permission by your teacher as part of a lesson, assignment, or project.
2. In photos or recordings, identify students by their first names only.
3. Keep your passwords private in your agenda. NEVER share your username and passwords with other students.
4. Remember that everything you post on-line can be copied, saved, distributed, and shown to your teachers, your principal, your parents, your classmates, your friends, and the world. This is true even if you decide to later delete it.
5. When posting on-line, never give your full name, address, phone number, school, or any other personal information. Do not create a detailed user profile with personal information.

**Netiquette** for on-line posts:

1. Use a respectful tone. Remember that words can seem harsh on a screen.
2. Use correct grammar and spelling. No shortcuts.
3. All posting must be related to school assignments.
4. Never reveal personal information (as discussed above.)
5. Do not post ANY photos or videos or voice recordings unless the teacher gives you specific instructions to do so.
6. Be careful not to plagiarize. Only post content that YOU have created.

**Consequences of Misuse**

1. Natural classroom-based consequences for minor infractions
2. Increased controls such as guided access or supervised location
3. Loss of privileges for a time
4. School discipline procedures for major infractions including serious or repeated offenses

* I have read the Fifth Grade Expectations and Procedures.
* I have read the Expectations for Student Use of Chromebooks.
* I accept responsibility for the care and content of the Chromebook assigned to me for the year.
* I understand that I may lose my Chromebook privileges as a result of inappropriate behavior.

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Student Printed Name Student Signature Date