



## Lafourche Parish School District

### Chromebook Care

The Chromebook is the property of Lafourche Parish School District. The student is responsible for the general care of the Chromebook he/she has been issued by his/her school. A student who intentionally damages a Chromebook due to misuse and/or neglect will face disciplinary action and will be responsible for the cost of repair and/or replacement.

- Chromebooks are required to be fully charged when arriving at school each day.
- Only use a Chromebook for educational purposes and in a responsible and ethical manner.
- Do not attempt to remove or change the physical structure of the Chromebook (keys, case, etc.) and do not attempt to repair the device.
- Do not deface, vandalize, destroy, damage, ruin or scratch the Chromebook in any way.
- Chromebooks must remain free of writing, drawing, stickers, labels, etc. that are not property of the Lafourche Parish School District.
- Do not remove or interfere with identification placed on the device by the Lafourche Parish School District (Property tag, serial number, Chromebook number label).
- Cords, cables, and thumb drives must be inserted and disconnected carefully to prevent damage to the Chromebook.
- Do not hold, lift, or suspend the Chromebook in the air solely by the screen/display.
- Close the lid of the Chromebook when it is not in use in order to save battery life and protect the screen.
- Only use a clean, soft cloth to clean the screen. Do not use cleaners of any type.
- Do not touch the screen with any objects (e.g. fingers, pens, pencils, etc.).
- Do not stack any books, heavy material, etc. on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebook, earbuds, etc.).
- Keep food and beverages away from the Chromebook

## 2. Using the Chromebook

### Apps and Extensions on Chromebooks

- Students are not permitted to add apps or extensions to the Chromebook. Access to Chromebook apps and extensions are controlled by the Lafourche Parish School District.
- Devices are controlled and monitored by a Google Management System.
- Do not delete district or school installed Chromebook settings.
- Students will save work to their Google Cloud Account which will be accessible from any device with Internet access.

## Privacy and Security

- In compliance with state and federal regulations, the Lafourche Parish School District utilizes CIPA (Children's Internet Protection Act) compliant filtering software and other technologies to prevent students from accessing websites that are obscene, pornographic, harmful to minors, anti-social, or promote illegal activity. The district also monitors the online activities of students through direct supervision and/or technological means.
- The use of anonymous proxies to bypass content filters is strictly prohibited. Do not attempt to bypass Internet filters or firewalls.
- Always "sign-out" of your Google account when finished.
- Do not share your password with anyone except your teacher and your parent/guardian.
- Do not use or attempt to use another person's Google account. Do not allow another student to use your Google account.