



# Thompson Public Schools 1:1 Chromebook Device Handbook

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\_\_\_\_\_ Office Copy \_\_\_\_\_

By signing below, I acknowledge that I have read, understand, and agree to all the terms outlined in this agreement.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Name (Printed)

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

Please sign page one and return copy to  
school office.

**Login information if you are a new student or have not logged into your school issued Google account yet:**

- Username: first initial + last name + graduation year  
@thompsonk12.org
- Password: Thompson + lunch pin #
- Ex: username: jdoe2022@thompsonk12.org  
Password : Thompson5555

# Thompson Public Schools 1:1 Chromebook Device Handbook

## 1:1 Overview

Thompson Public Schools believes that integrating technology into every curriculum area will empower and motivate students, providing them with the 21<sup>st</sup> Century skills needed for global citizenship. It is the intent of the district in the 2021-2022 school year to provide a Chromebook to every student (grades PK-12). This will provide the students with the appropriate tools to gain access to information, data, and research through local, national, and global telecommunications, and use applications to solve real world problems.

## Guidelines for Chromebook Use

- Students are expected to bring their Chromebook to school fully charged each day.
- Students are expected to leave the charger at home to ensure it is not lost or misplaced while at school.
- Students are expected to keep their Chromebook in their backpack while in transit to prevent dropping or other damage.
- A limited number of charging stations will be available on site on a first come, first served basis for emergency use only.
- Students will only log into their Chromebook with their school issued Gmail account.
- Students should never share their passwords with others unless requested by an administrator.
- Students should not install apps or extensions unless requested from their teacher.
- Students should keep their Chromebook powered off when not in use.
- Students should never place pencils, pens, or any other objects on the keyboard.
- Do not lift or carry the Chromebook by the screen.
- Never carry the Chromebook with the screen open.
- Students are not allowed to peel off device labels such as serial #'s, bar codes, or other labels.
  - Students will be charged for replacement labels.
- Students should never deface the Chromebook with personal stickers, paint, markers or any other material.
- Students may clean the screen with a soft dry cloth only.
- If your Chromebook is lost or stolen, you must notify someone immediately, so the student will not be held responsible for malicious activity.

The school may hold the student responsible for damage depending on the situation and number of occurrences.

Common repair costs are:

- Sticker removal - \$10
- New Charger - \$30
- Battery - \$60
- Screen Replacement - \$40
- Missing Key - \$7 a key (if replaceable; full keyboard is \$50-\$60)
- Full Chromebook Replacement due to External Cracks and Damage - \$230

## Digital Citizenship

Each student will be required to take an online digital citizenship course during school hours. Digital citizenship is important in teaching students about their digital lives and how decisions made can impact their relationships and future. The course will cover:

- Information literacy
- Privacy and security
- Self-image and identity
- Creative credit and copyright
- Cyberbullying
- Internet safety
- Relationship and communication
- Digital footprint and reputation

## Student Safety

Thompson Public Schools will monitor the use of each Chromebook and provide cloud-based web filtering. Cloud-based web filtering will ensure that the student's internet access will be filtered at all times, even at home.

If the student has limited or no internet connection, some apps and programs are able to run offline. The student's work will sync to the cloud as soon as the device receives an internet connection. You should also contact the school office to request a hotspot if you do not have internet access at home.

The student Chromebook Device Handbook **must** be signed by the student and guardian before a student is able to receive a device. The form will be kept on file, so that the student signature extends throughout the student's time at school.

The Chromebooks and charger will remain property of Thompson Public Schools at all times and are loaned out to the student for the academic school year or educational purposes only. If the student withdraws from the school the equipment will be returned when requested, or sooner.

\_\_\_\_\_ Family Copy \_\_\_\_\_

By signing the letter, I acknowledge that I have read, understand, and agree to all the terms outlined in this letter of agreement.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Guardian Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date