

# WVMS Chromebook Take Home Guide

Beginning this school year, students at Walton-Verona Middle School will be allowed to take home their Chromebook under special circumstances pre-approved by the principal. The following parameters will be put in place to ensure that students have the opportunity to utilize this technology at home while also protecting the school's assets.

## Approved Purposes for taking home a Chromebook

- Planned Student Absence, i.e., long-term absence due to illness, funeral, family emergencies, etc.
- Special Classroom Project
- Classwork Completion (if deemed necessary by the teacher)
- Note: Chromebooks should only be sent home for a specific learning purpose. Chromebooks should not be sent home for students to do any of the following:
  - Play games (unless assigned by the teacher and educational in nature)
  - Watch YouTube
  - Listen to music
  - Anything unrelated to the learning taking place in the classroom

## Student Responsibilities (in addition to the district Code of Conduct)

- No food or drink should be near the Chromebook at any time.
- Keep Chromebook secure and safe. Do not leave them where they can be lost or stolen.
- Only the assigned student should be using the Chromebook and no one else, including siblings, friends, or other family members.
- Internet activity on the school-issued Chromebook will be monitored by the school even when the Chromebook is not at school.
- Students will not be permitted to bring a charger home from school with their Chromebook as they are attached to the Chromebook cart in the classroom.
  - If a family wishes to purchase a charger on their own to keep at their house, that is allowed.
- Bringing home a Chromebook from school is a privilege, not a right. After taking them home, students get one warning if any damage is done to their Chromebook. If a second instance of damage to the Chromebook occurs, then that student will no longer be allowed to take their Chromebook home.

## Teacher Responsibilities

- Assign each student a Chromebook and keep a record of it (work w/ Mr. Walters, the keeper of the master spreadsheet)
- Maintain a sign-out sheet for when students take home a Chromebook. The sign-out sheet should have the student's name, their Chromebook number, the date the Chromebook was signed out, and the date it was signed back in.
  - The one exception to this is for expected NTI days. If the whole class takes home their Chromebook, utilizing the sign-out sheet is unnecessary.
- Check over the Chromebook after it is returned to school, look for any damage, and report it to an administrator and Mindy. If the Chromebook is low on charge, have the students plug in their Chromebook to their assigned spot in the cart.
- If we are one week or less from a testing window (MAP or KSA), no Chromebook is permitted to go home.

Parent/Guardian Signature:

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Student Name:

Date:

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