

**Verndale Public
School
Chromebook/Student
Technology Handbook**



2026-2027

Purpose

Verndale Public School is committed to using technology in meaningful ways that enhance learning, creativity, collaboration, and digital literacy. Chromebooks provide students with access to educational resources, cloud-based tools, and personalized learning opportunities both at school and at home.

Chromebooks offer:

- Fast, reliable access to digital learning resources
- Automatic cloud-based storage through Google Workspace
- Opportunities for collaboration and project-based learning
- Access to educational tools for research, writing, creativity, and communication
- Flexible learning both online and offline

Technology is intended to support instruction and student achievement, not replace quality teaching and hands-on learning experiences.

Chromebook Program Overview

Students in grades 7–12 are assigned an individual Chromebook for educational use. Students in grades K–6 have access to Chromebooks through classroom carts and shared devices.

Before a Chromebook is issued:

- A parent/guardian must review the Chromebook orientation materials or meet with school personnel.
- The Chromebook Agreement and Handbook Acknowledgement must be signed and returned.

The District reserves the right to update this handbook as needed. Changes will be communicated through regular school communication channels.

Chromebook Ownership, Use, and Responsibilities

All Chromebooks remain the property of Verndale Public School and are loaned to students for educational purposes.

Students are expected to:

- Use Chromebooks responsibly and for educational purposes.
- Bring their assigned Chromebook fully charged each day.
- Use only their assigned device and account.
- Never leave a Chromebook unattended.
- Follow all district technology policies and procedures.

The school reserves the right to inspect, collect, monitor, or reconfigure district-owned devices at any time to ensure proper operation, security, and compliance with school policies.

Students and families should understand that there is **no expectation of privacy** when using school-issued devices, school networks, or district-managed accounts. Activity and stored data may be monitored, accessed, or reviewed by authorized school personnel.

Failure to follow technology expectations may result in disciplinary action, loss of technology privileges, academic consequences, or legal action when applicable.

Chromebook Identification and Checkout

Each Chromebook and charging cord is assigned through the school library inventory system.

District records include:

- Chromebook serial number
- Asset tag number
- Student name and identification number

Students in grade 7 are assigned a new device that will be their assigned device throughout their secondary years. Devices and chargers must be returned at the end of each school year or upon withdrawal from the district.

Device Management and Security

Chromebooks are managed by Verndale Public School to maintain security, reliability, and educational focus.

Students may not:

- Install software, apps, extensions, or operating systems.
- Modify Chromebook settings beyond approved educational uses.
- Attempt to bypass district security measures or content filters.

District-managed Chromebooks:

- Automatically update ChromeOS.
- Include built-in security protections.
- Use internet filtering systems to comply with the Children's Internet Protection Act (CIPA).
- May be monitored through district technology management systems.

If a student believes an educational website has been incorrectly blocked, they should notify their teacher.

Parents/guardians are responsible for supervising internet use when students use Chromebooks off campus.

Educational Use Expectations

Chromebooks are intended to support learning and classroom instruction.

Students are expected to:

- Bring their Chromebook to school daily unless otherwise directed.
- Use devices only for teacher-approved educational activities.
- Access only appropriate websites, resources, and materials.
- Follow teacher directions regarding technology use.
- Keep Chromebook sound muted unless permission is given.
- Use headphones only when permitted by a teacher.

Students should use only their district-issued Google account for school activities. Use of district accounts outside of school remains subject to all school policies and expectations.

Whenever possible, assignments should be submitted digitally through approved learning platforms.

Chromebook Care and Protection

Students are responsible for maintaining their Chromebook in good condition.

General Care

Students should:

- Keep food and drinks away from the Chromebook.
- Handle cords and accessories carefully.
- Keep devices free of stickers, writing, drawings, or labels.
- Avoid placing heavy objects on or near the Chromebook.
- Report damage or technical issues immediately.

Chromebooks may not be repaired by outside individuals or repair services.

Carrying and Storage

Students should:

- Carry Chromebooks with two hands and the lid closed.
- Never lift a Chromebook by the screen.
- Store devices securely when not in use.

Chromebooks should never be left unattended in unsupervised areas such as hallways, cafeterias, bathrooms, media centers, computer labs, or unlocked classrooms.

Screen Care

Chromebook screens are fragile and should be protected from pressure, liquids, and extreme temperatures.

Clean screens only with a soft microfiber or anti-static cloth.

Asset Tags

District asset tags must remain attached and visible at all times. Removing or damaging asset tags may result in disciplinary action.

Fees, Damage, and Loss

A **\$30 annual technology fee** is charged to help support district technology. This fee is **waived** for families who complete and submit the school's **Free/Reduced Lunch application**, regardless of eligibility status

It is the responsibility of the student and/or parent/guardian to pay for any damage to a Chromebook or its accessories, including chargers.

The following fees will be assessed for common repairs and replacements:

Damage Type	Fee
Keyboard Replacement	\$35
Screen Replacement	\$50
Broken Hinges	\$50
Broken or Lost Charger	\$35
Lost Chromebook	\$275
Lost Chromebook and Charger	\$300

Damage that requires a Chromebook to be sent to the repair depot will be assessed at the actual cost of repair.

Students are expected to report any damage, malfunction, or loss to the Technology Department as soon as possible. Failure to report damage promptly may result in additional repair costs.

This policy **does not cover damage caused by neglect or intentional actions**. In such cases, the full repair or replacement cost will be charged, regardless of fee status.

Chromebooks and chargers that are lost, stolen, or not returned may result in additional replacement charges as determined by the district.

Digital Citizenship

Verndale Public School expects students to be responsible digital citizens who use technology safely, respectfully, ethically, and legally.

Area	Student Expectations
Respect Yourself	Use appropriate language, content, usernames, and online behavior. Maintain a positive digital footprint.
Protect Yourself	Safeguard personal information, passwords, and accounts. Report inappropriate content or interactions.
Respect Others	Communicate respectfully, avoid cyberbullying, and honor others' privacy and work.
Protect Others	Report harmful, threatening, or inappropriate behavior to a teacher or trusted adult.
Respect Intellectual Property	Cite sources, follow copyright laws, and avoid plagiarism.
Protect Intellectual Property	Use legal software, media, and educational resources only.

Students may not:

- Access, create, share, or store inappropriate content.
- Harass, bully, threaten, or intimidate others online.
- Share personal information without permission.
- Download or distribute copyrighted or pirated materials.
- Misrepresent their identity or access another person's account.
- Alter Chromebook settings without authorization.

PSEO Students must have preapproval to use their personal computer for college classes. Once permission is granted, the IT department will put their device on the Guest wifi network.

Chromebook Misuse and Consequences

Technology violations will be addressed based on the severity and frequency of the behavior.

Minor Violations

Examples may include:

- Playing games without permission
- Interfering with another student's device or account
- Off-task Chromebook use

Major Violations

Examples may include:

- Cyberbullying
- Accessing inappropriate content
- Bypassing security restrictions
- Repeated minor violations
- Misuse of school accounts or digital resources

Progressive Discipline

First Violation

- Chromebook temporarily confiscated
- Restricted Chromebook use as determined by staff

Second Violation

- Chromebook privileges suspended for up to one week
- Referral issued
- Parent/guardian notified

Third Violation

- Parent/guardian conference required
- Chromebook privileges significantly restricted
- Additional disciplinary consequences assigned by administration

Administration reserves the right to modify consequences based on the severity of the violation.

Chromebook Agreement

By signing below, the student and parent/guardian acknowledge that they:

- Have read and understand the Chromebook & Student Technology Handbook.
 - Agree to follow all district technology expectations and policies.
 - Understand that Chromebooks remain the property of Verndale Public School.
 - Accept responsibility for the proper care and use of district-issued technology.
 - Understand that violations may result in disciplinary action and/or financial responsibility for damages or loss.
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Chromebook Handbook Acknowledgement

Student Name: _____ Grade: _____

Parent/Guardian Name: _____ Date: _____

Student Signature: _____

Parent/Guardian Signature: _____

Please return this form to the school office or classroom teacher.

Students in grades 7–12 must have this form completed before taking a Chromebook home.

K–6 families are asked to sign acknowledging the technology expectations for classroom Chromebook use.