**Overview**

All incoming St. Francis students will receive a Chromebook at the beginning of the academic year. Each Chromebook is school property until such time as the student graduates, therefore, use of the device is governed by the guidelines of this document and the student- parent handbook. Students will retain the Chromebook upon graduation from SFHS. Students leaving SFHS prior to graduation must return the Chromebook to the school upon withdrawal.

**General Device Care**

* Keep track of the device at all times and do not leave it unattended or unsupervised.
* Report loss or theft to administration and the Technology Department immediately.
* Bring it to class fully charged every day; it is an essential component of daily academic work.
* Use only the provided charger for charging the Chromebook.
* Keep food and drink away from the Chromebook at all times.
* Keep the Chromebook in a protective case when it is not being used.
* Ensure the Chromebook is protected and secure when transporting, especially the screen side.
* Do not rest objects on top of the Chromebook.
* Never lift the Chromebook by the screen or carry it with the screen open.
* Lift from the center of the lid when opening the device; do not pull it open by grabbing one side.
* Clean the screen only with a soft, dry microfiber cloth or anti-­static cloth.
* Do not remove the asset tag or in any way obscure the serial number of the device.

**General Device Use**

* Use the Chromebook appropriately and for educational purposes at all times.
* Do not keep inappropriate material on the Chromebook.
* Use only school-approved software (apps and extensions).
* Log into the Chromebook using your school-issued Google Apps for Education email account.
* Do not take pictures or record any other students or teachers without their prior permission.
* Have no expectation of confidentiality or privacy with respect to usage of the Chromebook, regardless of whether that use is for school-­related or personal purposes, other than as specifically provided by law.