



One-to-one Responsibilities Manual

Auburn students are provided with a Chromebook to access online educational materials and help them to become 21st century learners. This document outlines the responsibilities for students and parents to use the device appropriately.

STUDENT RESPONSIBILITIES

Follow the Acceptable Use Procedures for Electronic Resources

These rules apply at all times, for all ASD electronic devices whether on or off the school campus. All use of the network, whether on a district or personal device, must support education and be consistent with the mission of the school district. Remember these important guidelines from our ASD procedures:

 DO...	 DON'T...
<ul style="list-style-type: none">• Keep your login and password private.• Explore online resources and tools to help you with your school work.• Participate in online communities that support education and research.• Cite sources appropriately when using the work of others.• Keep personal information private online, including your full name, home address, and phone numbers.• Keep other individuals' personal information private — including photographs and online profiles — unless first obtaining permission to share.• Notify a school authority if you encounter dangerous or inappropriate information online.	<ul style="list-style-type: none">• Access unauthorized accounts, computers, networks or information systems.• Cyberbully, or harass others, including discriminatory jokes and remarks.• Engage in unethical or illegal actions.• Download or make copies of copyrighted electronic works.• Hack, vandalize, introduce viruses, or make other unauthorized changes to hardware, software, and monitoring tools.• Access or distribute obscene, pornographic, or sexually explicit material.• Use ASD technology for personal gain, commercial solicitation or compensation of any kind.• Alter parts of district technology devices physically without explicit prior approval of the Department of Technology.

The full Acceptable Use Procedures can be found on our district website:

www.auburn.wednet.edu/aup

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Caring for Your Chromebook

General Care

- **Keep your device in the case at all times.**
- Place a nametag on the carrying case in the slot provided.
- Leave asset tags displayed; do not tamper with or remove.
- Clean the screen with a soft, dry microfiber cloth ONLY, if needed.
- ONLY use designated computer disinfectant wipes to clean other parts of the device.
- Use USB headphones for prolonged life.
- **Report any damage to the device within a school day.**
- Shut down your Chromebook each night to ensure you receive updates.



Classroom Habits

- **Bring your charged device to school every day.**
- Center the device on the desk/table.
- Use two hands to open the lid and carry the device.
- **Do not close the lid with anything inside the Chromebook** (headphones, pencils, etc.).
- Follow all directions given by teachers.
- Follow copyright laws and cite appropriately sources used from electronic media.
- Convey to your teacher as quickly as possible, without discussing with other students, any identified security problems or potential online safety issues.



Traveling To, From, and Around School

- Completely shut down the device before traveling.
- **Never leave the device unattended for a reason.** Use lockers/PE lockers to lock up in school.
- Do not lean against the device or on your backpack with the device inside.
- Store device standing up on its side in a locker; do not pile other things on top of it in a locker.
- If ever in a situation where someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school.



At Home

- Take your device home every day.
- Charge the device fully each night; leave the power cord/charger at home.
- Use the device in a common room of the home (family room, kitchen, dining room).
- Store the device on a desk or table - never on the floor!
- **Do not leave the device in a vehicle.**
- Protect the device from:
 - Extreme heat or cold
 - Food, drinks, other liquids
 - Small children or pets



PARENT/GUARDIAN RESPONSIBILITIES

Monitoring Student Use

The ASD provides families with tools to ensure the safe use of digital devices in the home.



In compliance with federal laws for the protection of students, web filtering provided in our schools is extended to Chromebooks when they are used away from school.



Families are provided [Securly Home](https://bit.ly/ASDSecurlyHome) with which they may monitor their student's online activities and apply additional rules at home should they choose.

Further details can be found at: <https://bit.ly/ASDSecurlyHome>

(Note: The district does not monitor devices during non-school hours.)

Parent involvement is key for keeping students safe online. Supporting resources are available on the ASD [Technology For Families](http://bit.ly/tech4families) website: <http://bit.ly/tech4families>

Chromebook Maintenance & Fees

Chromebooks remain the property of the ASD. Students and parents are responsible for the care of the Chromebook issued to them, just as they are for textbooks, calculators, athletic equipment, or library books.

Service

In the event of a problem, ASD Tech Support is available to students. Students should take the device to their school Chromebook [coordinator](#). **ASD owned devices should not be taken to an outside computer service for repair.**

Lost Equipment

If any equipment is lost, the student or parent must immediately report it to the school Chromebook [coordinator](#). When a device is reported as lost or stolen, the Technology Department will remotely turn off all device functionality so the device is unusable.

Equipment Return

All District owned devices must be returned. If a student leaves the ASD, but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purpose of recovering ASD property.

List of Chromebook Coordinators: <https://www.auburn.wednet.edu/Page/715>

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Damage and Theft



An **annual fee of \$5** is required for every student to cover accidental damage or theft. Costs for damage and loss are covered as follows:

Repair	Theft*	Not Covered
1st Incident: \$0 2nd Incident: \$25 3rd Incident: Full Cost	1st Incident: \$25 2nd Incident: \$75 3rd Incident: Full Cost <i>*Police Report is required.</i>	<ul style="list-style-type: none"> • Cords/Charger • Case • Willful or negligent damage • Lost devices

- Two incidents **total** are covered per year, per student.
- If a lost or stolen device is later recovered in working condition, the fine will be refunded.

Repair costs are for parts; no labor charges are assessed. Costs are provided here:

Damage	Cost (incl. WA sales tax)
Chromebook Screen Replacement – Non-touch / Touch	\$89 / \$149
Chromebook Screen – LCD Cable Replacement	\$69
Chromebook Keyboard Replacement	\$89
Chromebook Key Replacement (Individual Key)	\$25
Chromebook Touchpad Replacement – Torn	\$79
Chromebook Headphone Jack – Object removal / Broken	n/a / Repair Not Possible
Chromebook Charging Port – Repair/Replace	\$79
Chromebook Bezel (frame around screen) Replacement	\$59
Chromebook Hinge Replacement	\$79
Chromebook Top or Bottom Case Replacement	\$79
Chromebook Camera Lens – repair	\$79

Replacement Item	Replacement Cost
Chromebook Case	\$23
Power Cord	\$22
Chromebook	\$454

* Prices current as of July 2022, and subject to change, if prices drop.