Fairfield School District

STUDENT AND PARENT

CHROMEBOOK GUIDELINES

2026-2027

ACCEPTABLE USE POLICY (AUP)

Parents/Guardians must acknowledge the Acceptable Use Policy (AUP), indicating receipt, review, understanding, permission, and acceptance of the Acceptable Use Policy before the Chromebook can be issued to a child or before the student can have access to the district's
computer privileges, including the internet. The district AUP can be found on our website. Parents will acknowledge in the Genesis Parent Portal before student schedules and homeroom assignments can be seen.

- Students must abide by the policy guidelines, as the Fairfield Public School District shall govern all access to, and use of, the district network, internet, technological, and informational resources for students and staff. The District is responsible for notifying all users, including but not limited to parents/guardians, students, and staff, about the System and the policies governing its use. Sanctions for misuse of the System shall be included in Policy 5600 Pupil Discipline/Code of Conduct as set out in Board policy and regulations. Misuse may result in discipline/legal action in accordance with District policy and regulations, and applicable federal and state laws.

The District provides guidelines for student safety when using the System. Students are prohibited from disclosing on the District's computer system any personal contact information about themselves, including their names, addresses, telephone numbers, e-mail addresses, photographs, or the name and location of their school of attendance and locations and time of field trips, unless the disclosure is part of a curricular-related event and the District receives written consent from the student's parent/guardian.

"THE ANTI-BIG BROTHER ACT"

In accordance with the provisions of P.L. 2013, Chapter 44, the Fairfield School District must notify the parents/guardians and students that the Chromebook used in the district is equipped with a camera and other device features capable of recording or collecting information on the student's activity or use of the device.

The Fairfield School District will not use any of these capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

1. Receiving and Returning the Chromebook

- **Distribution** – Students Grades 4th through 6th will pick up their Chromebooks before the start of the school year. The school principal will send a letter to parents/guardians with the designated pickup dates, times, and instructions closer to the distribution period. Parents/guardians must electronically acknowledge the Chromebook Guidelines before a device can be issued. 3rd Grade students will be assigned chromebooks in their homeroom.
- **Periodic Checks** – Chromebooks may be collected during the year for inspection and maintenance. Students transferring out of the district must return their Chromebook to the main office one week before the transfer is finalized.
- **End-of-Year & Transfers** – Chromebooks and accessories must be returned in good working condition at the end of the school year or before transferring. Failure to return them will result in replacement charges and may lead to criminal or civil action, including a theft report to the Fairfield Police Department.

2. Taking Care of the Chromebook

- Students are responsible for caring for their Chromebook and must report any damage or malfunctions to their homeroom teacher immediately. The Technology Supervisor will evaluate the device and contact parents/guardians as needed.
- The Chromebook is district property, and users must follow the Chromebook Guidelines and Acceptable Use Policy. Students should keep the battery charged daily and insert cords and cables carefully to avoid damage. Only a soft, clean, or anti-static cloth should be used to clean the screen; no cleaners.
- Chromebooks must remain free of writing, decorations, stickers, or removal of labels or identifiers. Defacing devices violates policy and may result in disciplinary action. Devices should never be left unattended except at home. Stolen Chromebooks must be reported to the main office within 24 hours with a completed Incident Report and police report.
- Chromebook screens are fragile and sensitive to pressure. Avoid leaning on the device, placing items on it, or storing objects that press against the cover in the case. Clean screens only with a soft, lint-free cloth and avoid bumps or impacts that can cause damage. Protective cases are not provided but are strongly recommended. Cases may be personalized if school-appropriate; inappropriate designs must be removed.

3. Using the Chromebook

- **Daily Use** – Bring your Chromebook to all classes unless told otherwise by your teacher. If left at home, you are still responsible for completing all work. Parents/guardians may not deliver forgotten devices.

- **Repairs & Loaners** – Loaner Chromebooks may be issued for repairs, but availability is not guaranteed.
- **Charging** – Charge your Chromebook nightly and bring it fully charged each day. Repeatedly arriving with an uncharged device will result in a teacher-parent meeting. In-class charging is only allowed with permission when the battery runs low during school.
- **Content & Sound** – Backgrounds must be school-appropriate (no weapons, drugs, alcohol, gang symbols, or inappropriate language). Keep sound muted unless approved by a teacher. Music, games, and messaging in Google apps are only allowed when directed by a teacher. All software, apps, and storage are provided by the district.
- **Home Internet** – Students may connect to home Wi-Fi with the correct password. Notify your teacher within the first weeks of school if home Wi-Fi is unavailable.

4. Saving Work and Network Connectivity

Students will log into the Fairfield School District Google Apps for Education domain and save documents to Google Drive from their Chromebook or any internet-connected device. Due to limited device storage, space should be used exclusively for educational purposes. The District does not back up Chromebooks; students are responsible for regularly saving files to Google Drive. Network uptime is not guaranteed, and the District is not liable for lost or missing data in the event of network outages.

5. Software on the Chromebook

All software and apps installed by the Fairfield School District must remain on the Chromebook and be accessible at all times. Additional apps may be added by the Technology Supervisor for specific classes. Students may not install or remove software, apps, or extensions. Chromebooks are configured and synced by the district to include the tools needed for schoolwork, including the Google Workspace for Education suite (Docs, Sheets, Slides, Drawings, Sites, and Forms). Periodic checks will ensure compliance.

6. Responsibility

6.1 Parent/Guardian Responsibilities

Parents/guardians should discuss acceptable and appropriate use of electronic devices and the internet with their child, similar to other media such as television, movies, and telephones.

6.2 School Responsibilities

The Fairfield School District will:

1. Provide internet access and block inappropriate materials.
2. Offer secure network data storage, with the right to review, monitor, and restrict stored or transmitted information.

3. Guide students in research and ensure compliance with the Acceptable Use Policy, copyright/trademark laws, and license agreements.

6.3 Student Responsibilities

Students must:

1. Use Chromebooks ethically and follow school behavior and communication rules.
2. Report security issues to a teacher/administrator.
3. Document and report inappropriate or abusive content.
4. Monitor assignments via Google account and save work there.
5. Handle technology carefully to avoid damage or data loss.
6. Power off Chromebooks when traveling to/from school.
7. Return Chromebooks and accessories in good condition at year's end or prior to withdrawal.

6.4 Prohibited Activities

Students may not:

1. Violate board policy or any law.
2. Access, transmit, or distribute obscene, threatening, harassing, or bullying content.
3. Engage in vandalism, create/upload viruses, or damage hardware/software.
4. Access others' accounts/files, use personal email, or bypass web filters.
5. Use school internet for financial, commercial, or illegal purposes.
6. Install copyrighted materials illegally or use chat rooms, research-paper sites, or anonymous messaging.
7. Alter Chromebook settings, download unauthorized apps, spam, or share personal information.

6.5 Legal Propriety

Students will receive instruction on copyright, trademarks, and license agreements during Chromebook Orientation. Plagiarism—including the use of AI-generated content—is a violation of the Fairfield School District's Student Code of Conduct. Credit must be given to all sources, whether quoted, summarized, or created using artificial intelligence tools. This includes all forms of media such as graphics, movies, music, and text. The use or possession of hacking software is strictly prohibited. Violations may result in disciplinary action under the Student Code of Conduct and, when applicable, criminal prosecution.

6.6 Discipline

Violation of the Acceptable Use Policy may result in loss of technology privileges, restricted access, and disciplinary measures up to suspension/expulsion. Law enforcement may be involved when appropriate.

7. Protecting and Storing the Chromebook

- **Identification** – Each Chromebook will be labeled by the school and can be identified by its serial number or the district's assigned number.
- **Storage** – When not in use, store the Chromebook in a safe location where it will not be bumped, dropped, or have items placed on top of it. At school, keep it in your desk, cubby, or another secure spot designated by your teacher. At home, store it on a flat surface away from food, drinks, pets, and extreme temperatures. Students should take their Chromebook home daily, even if not needed for homework.
- **Unsupervised Areas** – Never leave the Chromebook in an unsupervised location. During the school day, keep it with you or stored in your classroom. For lunch/recess, leave it in your homeroom with your belongings.

8. Cost of Repairs

Parents/Guardians will not be responsible for accidental damage to their child's Chromebook the first time within a given school year. However, if the Chromebook is damaged a second time within the same school year, parents/guardians will be charged the cost of repair or replacement.

9. Lost items:

Lost items such as charging cables or the Chromebook itself will be charged the first time to the parent/guardian at the replacement cost.

10. Theft, Vandalism, or Fire

In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report MUST be filed by the parent/guardian with the police and fire department within 24 hours. A copy of the police/fire report must be provided to the principal.

Damaged or Lost Chromebooks

All damages, losses, or theft must be reported promptly. The Technology Department will assess the issue and determine if repair or replacement is necessary.

- **Accidental Damage (First Instance)** – Report to the student's homeroom teacher and Technology Department. The device must be returned to the school so a spare can be issued. There is no cost for the first instance, pending investigation.

- **Accidental Damage (Second Instance and Beyond)** – Report immediately to administration. The device must be returned to the school so a spare can be issued. The cost is $75 up to the full replacement cost of $300.

- **Intentional Damage** – Report immediately to administration. The device must be returned to the school. Damage found to be intentional will result in the student being responsible for the full cost of repair or replacement, up to $300.

- **Lost Charger** – Report to the Technology Department. Replacement cost is $50.

- **Lost Chromebook** – Report immediately to administration. A police report must be filed with the Fairfield Police Department, and a copy provided to administration. Replacement cost is $300.

Additional Notes

- All reports must be submitted to the main office.

- An investigation by the Principal and Supervisor of Technology may be conducted to determine the cause of damage, loss, or theft.

Parents/Guardians must sign the School District Provided Technology Device Form electronically, in the Genesis Parent Portal, acknowledging receipt, review, understanding, and permission for your child to receive and use the Chromebook. This acknowledgement shall be required before the issuance of a Chromebook to a student.

Student Chromebook Pledge

As a student using a school Chromebook, I agree to:

1. Charge my Chromebook every night so it is ready for school.
2. Take care of the Chromebook and its accessories so they are not damaged.
3. Only use my assigned school email account on the Chromebook.
4. Keep my Chromebook with me or in a safe place; never leave it unattended.
5. Never loan my Chromebook to anyone else.
6. Keep all food and drinks away from the Chromebook.
7. Carry the Chromebook closed and with **two hands** at all times.
8. Use the Chromebook only on a desk or table, not on the floor, bed, or couch.
9. Never try to take apart the Chromebook or fix it myself.
10. Ask a teacher or parent for help before trying something new or changing settings.
11. Use the Chromebook for schoolwork and follow the Acceptable Use Policy.
12. Not put stickers, drawings, or other decorations on the Chromebook.
13. Not remove or damage the Chromebook's serial number.
14. Not change settings, download unapproved apps, or sign in with a personal account.
15. Understand that the Chromebook belongs to the Fairfield School District and can be checked at any time without notice.
16. Follow the Chromebook Guidelines and Acceptable Use Policy at school and at home.
17. Tell my teacher right away if something is wrong with the Chromebook.
18. Return the Chromebook and charger in good working condition at the end of the school year.

Students and Parents/Guardians must acknowledge the Student Pledge for Chromebook Use Form electronically in the Genesis Parent Portal, acknowledging receipt, review, understanding, and permission for your child to receive and use the Chromebook. The acknowledgement will be required before the issuance of a Chromebook to a student.