Southern Cayuga Central School District

Chromebook Handbook

2026-2027

About the Southern Cayuga Central School District Chromebook Program

The focus of the Chromebook Program in the Southern Cayuga School District is to prepare students for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. A primary learning tool of these 21st century students in our district is the Chromebook. The individual use of Chromebooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Chromebooks encourage students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum any time, and any place. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. The policies, procedures and information contained in this document apply to all Chromebooks used within Southern Cayuga Central School District, and include any other device the Administration considers to fall under the umbrella of this policy. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms.

During the first week of school, all Jr/Sr High students will be expected to sign off on a digital form, acknowledging all information included within this handbook and accepting responsibility for their school issued Chromebook and charger.

Receiving and Returning of Chromebooks

Receiving Chromebook

Chromebooks will be distributed to individual students after the Computer/Network Acceptable Use Agreement (as specified for grade levels 3-12) is signed, and returned to school (this may be accomplished through a digital form).

- The Computer/Network Acceptable Use Agreement outlines the parameters for families to protect Chromebooks and the District's investment in them.

Returning Chromebook

Anytime, at the district's discretion, students may be asked to return their Chromebooks.

- Additionally, Chromebooks must be returned to the district at the end of each school year. Students leaving the district must return the Chromebooks to the district in good working condition.
- Failure to turn in a Chromebook will result in the student being charged for the full replacement cost. The district may also file a report of lost or stolen property with the local law enforcement agency.

Damage

Students may be responsible for any and all damage as circumstances warrant, consistent with the District's Computer/Network Acceptable Use Agreement. If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact their homeroom or advisory teacher. The teacher will follow protocol to document the issue and refer to the Technology Department.

- Any technical issue with the device must be brought to the attention of the student's homeroom or advisory teacher immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Chromebooks that malfunction or are damaged must be reported to the student's homeroom/advisory teacher. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device may incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of the Southern Cayuga School District and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

Issue	Action(s) Necessary	Cost
Accidental Damage (1st Instance)	A report must be made immediately to the administration. The device and case must be returned to the school so that a new or spare device may be issued.	$10 or no cost dependent on investigation of cause.
Accidental Damage (2nd Instance)	A report must be made immediately to the administration. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service.	$20
3rd and additional instances	The student must wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: - limiting participation in the Chromebook program - may not be permitted to take the device home. This may also result in a referral and disciplinary action.	$20
Intentional Damage	A report must be made immediately to the homeroom/advisory teacher. The device and case must be returned to the school so that a new device may be issued. Deliberate damage will be referred to the building principal. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies.	High Level Fine - All costs, of whatever kind, that are associated with replacing or repairing the device.
Loss	A report must be made immediately to the homeroom/advisory teacher.	$279 (or a higher amount depending on cost at time of loss
Theft	A report must be made to the administration and a police report MUST be filed with the Cayuga County Sheriff's Office.	No Cost
Power cord, extension cable, SIM Card, etc.	A report must be made immediately to the homeroom/advisory teacher. The Chromebook, power cord, SIM Card, etc. must be turned in upon reporting damage.	$29.25 each

At the present time (9/1/25) some common costs are as follows: Chromebook Screen $44.95, Chromebook Plastic Base $27.95, Chromebook Plastic Lid $24.95, Chromebook Battery $69.00, Chromebook Bezel $19.95, Chromebook Hinge Cover $8.95, Chromebook Keyboard $54.95, Camera $17.95, Chromebook Motherboard $189.95, Touchpad $19.95.

Chromebook Care

Students are responsible for the general care of the Chromebook that they have been issued by the school district. Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Chromebooks that are broken or fail to work properly must be reported/taken to the student's homeroom/advisory teacher. After the teacher has submitted the appropriate referral to the tech department, the equipment will be evaluated by the tech department.

General Precautions

- The Chromebook is school property and all users will follow this policy and the Southern Cayuga School District acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Southern Cayuga School District.
    - Only labels or stickers approved by the Southern Cayuga School District may be applied to the device.
        - All labels/stickers placed on the device by the manufacturer, repair services, and Southern Cayuga School District and are to remain on the devices at all times. Students who are responsible for removing these items are subject to disciplinary action.
- Chromebook covers furnished by the school district must be returned with only normal wear and no alterations to avoid paying a cover replacement fee.
    - Protective cases should not be removed, for any reason, at any time.
    - Nothing should be placed between the Chromebook and its protective case.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Chromebooks that malfunction or are damaged must be reported to the student's homeroom/advisory teacher. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of, or apply excessive pressure to, the Chromebook as it could cause the device to break.

Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not 'write' on the screen with ANY utensil-THIS INCLUDES DRY ERASE MARKERS!

Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

Chromebook Undergoing Repair

- A 'loaner' Chromebook may be issued to students when they leave their Chromebooks with the Tech Department for repair. Please note that there may be a delay in getting a 'loaner' Chromebook should the school not have enough to distribute.
- In some cases, 'Loaner' Chromebooks will only be issued for use in school, after all potential fines have been paid.

Charging Chromebook Battery

- Students are responsible for keeping their Chromebooks charged.
- Students have access to a designated charger in their homeroom/advisory classroom.
- Students will sign out a charger to be left at home. This charger is to be returned, upon request, or families will be charged for its replacement.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

Photo Library/Screensavers/Background Photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet Games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of Southern Cayuga staff only.
- All software/Apps must be district provided. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

Printing

Printing with the Chromebook is not available at this time.

Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.

Managing Files and Saving Work

Saving to the Chromebook

- Students may save work to their Google Docs (Drive) accounts (or other cloud-based storage medium) via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

- The Southern Cayuga School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

SOFTWARE ON CHROMEBOOKS

Originally Installed Software

- The Extensions/Apps originally installed by Southern Cayuga School District must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

Additional Software

- Students are not allowed to load extra extensions/Apps on their Chromebooks. Southern Cayuga School District will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any attempt to "jailbreak" the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Computer/Network Acceptable Use Agreement or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps as noted within this handbook. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

Inspection

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

Procedure for Re-loading Software

- If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.
- Students are highly encouraged to create a backup of all Chromebook documents and work.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

Software Upgrades

- Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.
- Students are encouraged to periodically upgrade the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
    - The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and etiquette.
        - NetSmartz: http://www.netsmartz.org/Parents
        - CommonSense Media: http://www.commonsensemedia.org/blog/digital-citizenship
            - Ensure that siblings and other family members are not using the device for personal use.

School Responsibilities are to:

- Provide Internet and Online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as possible.
- Chromebooks will be treated similar to the policy surrounding school lockers. The Southern Cayuga School District reserves the right to review, monitor, and restrict information stored on or transmitted via Southern Cayuga School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

Students are Responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid the Southern Cayuga School District in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with all applicable laws, including but not limited to trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Southern Cayuga School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action by the District. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Returning their Chromebook to their homeroom/advisory at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Southern Cayuga School District, for any other reason, must return their individual school Chromebook and other peripherals on the date of termination.
- Monitoring all activity on their account(s).
- Immediately report a missing Chromebook to their homeroom/advisory teacher
    - A stolen Chromebook must be reported immediately to school administration and to the Cayuga County Sheriff's Department (a police report must be submitted).

Student Activities Strictly Prohibited

Students are strictly prohibited from the following actions while using their Chromebook (Southern Cayuga School District reserves the right to modify this list at any time):

- Illegal installation or transmission of copyrighted materials.
- Any action that violates an applicable existing or future Board policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services-EX: MSN Messenger, ICQ, etc.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails
- Using the internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (yahoo, Hotmail), Facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose by any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Southern Cayuga School District web filter through a web proxy

Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will discipline in accordance with our discipline policy (outlined in the student handbook).

Protecting and Storing Chromebook

- **Chromebook Identification**
    - Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:
        - Record of serial number
        - Southern Cayuga School District label with ISBN
        - Student name and Identification number
- **Storing Chromebooks**
    - When students are not using their Chromebooks, they should be stored in their lockers. During gym periods the Southern Cayuga School District recommends the students use either their gym locker provided by the school district or place them in their student lockers.
    - To prevent damage, nothing should be placed on top of the Chromebook.
    - If a student needs a secure place to store their Chromebook, they may place their Chromebook in their designated charging center for storage.
- **Chromebooks Left in Unsupervised Areas**
    - Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include, but are not limited to the school grounds and campus, the lunchroom, bathrooms, locker rooms, library, unlocked classrooms, gymnasium and hallways.
    - Any Chromebook left in these areas is in danger of being stolen.
    - If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, In-School Suspensions, and Out-of-School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading unapproved apps without receiving permission.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Lack of adequate care for Chromebook, case, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
    - Altering another student's Chromebook in any way
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under a personal Google account to download purchased apps for yourself or another student(s).
- Leaving Chromebooks at home. Lack of preparation for classes.
- Loaning of student devices to other students inside and outside of school.
- Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.